



126 Pillsbury Rd.
Londonderry, NH 03053-3205
800-515-7665

For Office Use Only
Acct #: _____
Appvd: _____
Date: _____

Standard Travel Expense Voucher 2011

Pay to: (name and address)

_____ Date: _____

Charge to: (committee name) _____

Mileage _____ miles @ 28.5 cents per mile and
2 cents for passenger (s) (to a maximum of 34.5 cents) _____

Parking and Tolls _____

Meals _____

Lodging _____

Telephone _____

Other (please specify) _____

SUBTOTAL: \$ _____

Less benevolence gift for the work of the Presbytery: (_____)
(You will receive a statement of your donations
at the end of the year for income tax purposes.)

REIMBURSEMENT TOTAL: \$ _____

Signature: _____

Approved By: _____

Signature of Committee Chair
Include receipts and submit to PNNE at above address

Items for reimbursement/amounts

- a. Transportation mileage for employees: (the standard IRS rate for volunteers is \$0.285. As an inducement to carpool, non-employee drivers will be reimbursed an additional \$0.02/mile for each passenger up to \$0.345.**
- b. Meals: actual and reasonable with receipt. For day meetings, breakfast will be reimbursable only if it is necessary to leave home before 7:00 a.m. and dinner only if it is impossible to return home by 7:00 p.m. Presbytery members are encouraged to bring their own lunches to mid-day meetings.**
- c. Lodging: actual and reasonable with receipt for meetings of more than one-day duration. Any other overnight lodging expenses require advance approval of the general presbyter.**
- d. Miscellaneous: postage, supplies, fax and telephone to extent necessary with annotated bills or receipts clearly stating need for each item.**
- e. Baby sitting: babysitting is provided at presbytery meetings. Childcare at home may be reimbursed if authorized and pre-approved by the general presbyter.**