

PRESBYTERY OF MACKINAC

Attendance Record & Expense Voucher
(Committees and Officers)



Name _____ Telephone _____

Home Address _____
Your check will be sent to the above address, please include zip code.

Date of Meeting _____

Meeting Location _____

Expenses to be charged to (Please check one)

- Ministry
- Nominations & Representation
- Education & Leadership Development
- Session Records
- Personnel
- Other _____
- Mission
- Budget & Financial Services
- Worshiping Communities
- Coordinating Council

Amount

EXPENSE ITEMS

Mileage (14 cents per mile per car) Miles: _____ \$ _____

Lodging (must attach receipt) _____

Meals (Max. allowable: Lunch \$8; Supper \$20) _____

Bridge Toll _____

Other (specify & attach receipt) _____

Total Expenses \$ _____

LESS TAX DEDUCTIBLE DONATION

Amount Requested \$ _____

Signed _____ Date _____

Mail to: Presbytery of Mackinac, 2206 Mitchell Park #15, Petoskey, MI 49770

For Office Use:

Treasurer Reviewed

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