

# PACIFICA SYNOD

1801 Park Court Place, Bldg. C, Santa Ana, CA 92701 Phone (714) 692-2791 FAX (714) 692-9317

## 2020 EXPENSE VOUCHER

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

CHECK PAYABLE TO: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PURPOSE OF MEETING/TRIP \_\_\_\_\_

DATE	ITEM (Attach Receipts)	AMOUNT

TOTAL AUTO MILEAGE \_\_\_\_\_ @ 57.5¢ per mile = \_\_\_\_\_

**TOTAL DUE** \_\_\_\_\_

COMMENTS: \_\_\_\_\_

YOUR SIGNATURE: \_\_\_\_\_

**\*Group Meals (Please include names below):**

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

\*\*\*\*\*For office use only\*\*\*\*\*

--	--

Approved By

Account Number