

Metropolitan Chicago Synod, ELCA

Fiscal Year 2018

Volunteer Expense Voucher

(Council, Team, Committee, Strategy, Other)

I herewith submit my authorized expenses as listed below:

_____ (Committee or Task Force)	_____ (Activity)	_____ (Date)
Individual or Vendor:	_____ (Please Type or Print)	
Mail To (if different):	_____ (Please Type or Print)	
Address:	_____ (Street or P.O. Box)	
	_____ (City)	_____ (State)
		_____ (Zip Code)

Auto Mileage	_____ miles at 14 cents per mile	\$ _____
Tolls, Parking, etc.	_____	\$ _____
Other Transportation	_____	\$ _____
Food Purchases	_____	\$ _____
Other Expenses (Specify)	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
		\$ _____
	Total Expenses	\$ _____

Approval (if necessary) _____

*** Note -** Receipts are expected to be included with the voucher request. This voucher will be returned for any expenses totaling more than \$25.00, if receipts are not attached.

**Remit to: Sandie Schlauch
Metropolitan Chicago Synod
1420 W. Dickens Avenue
Chicago, IL 60614-3004**