

PAYMENT VOUCHER

PRESBYTERY OF MILWAUKEE

PO Box 1857, Waukesha, WI 53187-1857

Mail or Email with Receipts * attached to: finance@pbymilwaukee.org

Check Amount \$ _____.

Today's Date _____.

Payable to _____.

Tax ID _____ ***

Address _____.

_____.

Purpose _____.

Location & Date for Travel or Meals _____.

Committee/Commission to be Charged _____.

\$ Amount	Account #	Account Name	Item/Comments
			_____ miles @0.67 per mile in 2024
			Lodging
			Meals

Total the detail amounts and place in the Check Amount line above.

Requested by _____.
(Please Print Name)

Authorized Signature _____.
(SIGNATURE OF COMMISSION/TEAM MEMBER NOT BEING REIMBURSED)

Instructions:

- All requests must include receipts or appropriate documentation.
- Receipts for meals must include the names of attendees.
- **Requests over \$1,000** must have the meeting minutes substantiating the expense attached.
- *** If the voucher is for a third party such as a workshop leader, the tax ID (social security number for individuals, Federal Employer ID for businesses) and a completed IRS Form W-9 *is required*.

Personnel Expenses

Presbytery Executive

- 1015014 - Pres. Exec. Professional Exp
- 1015015 - Pres. Exec. Continuing Education

Administrative Assistant

- 1015024 - Administrative Assistant Prof Exp
- 1015025 - Administrative Assistant Cont Ed

Assoc for Ministry Vitality

- 1015034 - Assoc Min Vitality Professional Exp
- 1015035 - Assoc Min Vitality Cont Education

Communications Coordinator

- 1015045 - Communications Coord Continuing Ed

Stated Clerk

- 1015064 - Stated Clerk Professional Expense

Presbytery Evangelist

- 1015076 - Presbytery Evangelist Grant Expense

Evangelista del Presbiterio

- 1015085 - Evangelista del Presbiterio Cont Ed
- 1015086 - Evangelista del Presbiterio Prof Exp
- 1015087 - Evangelista del Presbiterio Visa expense

Treasurer

- 1015410 - Presbytery Treasurer Expenses
- 1015412 - Foundation Treasurer Expenses

Payroll Expenses

- 1015098 - Payroll Service expense

Administrative Expenses

- 1025406 - Bank fees
- 1025407 - Audit/Review
- 1025410 - Bookkeeping expenses
- 1025415 - Books/Calendars/Subscriptions
- 1025420 - Equipment Maintenance
- 1025425 - Equipment Purchases
- 1025430 - Insurance
- 1025435 - Postage/Mailing/Shipping
- 1025440 - Printing
- 1025450 - Office Supplies
- 1025455 - Technology & Software
- 1025460 - Telephone/Internet
- 1025465 - Website
- 1015040 - Online Giving Fees

Commission Expenses

Council

- 1035510 - Vision Engagement
- 1035515 - Youth Ministry Expenses
- 1035520 - Commission/Legal Fees
- 1035525 - Common Ground
- 1036015 - Interfaith Conference
- 1036020 - Presbyterian Homes
- 1036025 - WI Council on Churches
- 1036030 - Habitat for Humanity MKE
- 1036035 - United Church Camps, Inc. (UCCI)
- 1036215 - San Jose
- 1036216 - Racial Equity & Justice Task Force
- 1036219 - Carroll Residency Program
- 1036230 - Kairos Grant Expense

Commission on Congregational Vitality

- 1046010 - Vitality Grants
- 1046030 - Des Fnd Youth Camper Scholarships
- 1046220 - Des Fnd Congregational Vitality

Commission on Pastoral Ministries

- 1066235 - Minister Gatherings/Development
- 1066245 - Des Fnd Pastor Support
- 1066305 - Comm on Pastoral Ministries
- 1066310 - Readiness Assessments

Commission on Transitional Ministries

- 1056205 - Comm on Transitional Ministries
- 1056240 - Background Checks
- 1056250 - Des Fnd Ernest Glenn Plan

Planning Commission

- 1075505 - Meeting/Education Expenses