

# PAYMENT VOUCHER

## PRESBYTERY OF MILWAUKEE

PO Box 1857, Waukesha, WI 53187-1857

Mail or Email with Receipts \* attached to: [finance@pbymilwaukee.org](mailto: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 @0.70 per mile in 2025
			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

### **Stated Clerk**

- 1015064 - Stated Clerk Professional 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

## Commission Expenses

### **Council**

- 1035510 - Vision Engagement
- 1035515 - Youth Ministry Expenses
- 1035520 - Commission/Legal Fees
- 1035605 - Triennium Expense
- 1035610 - GA227 Hosting Expense
- 1036015 - Interfaith Conference
- 1036020 - Presbyterian Homes
- 1036025 - WI Council on Churches
- 1036028 - Common Ground
- 1036030 - Habitat for Humanity MKE
- 1036035 - United Church Camps, Inc. (UCCI)
- 1036215 - San Jose Monthly Support
- 1036216 - Racial Equity & Justice Task Force
- 1036219 - Carroll Residency Program
- 1036230 - Kairos Grant Expense

### **Commission on Congregational Vitality**

- 1046005 - Vitality Grants
- 1046020 - Des Fnd Congregational Vitality
- 1046025 - Des Fnd Pby. Matthew 25
- 1046030 - Youth Camper Scholarships
- 1046040 - Des Fnd Worship Leadership Dev

### **Commission on Transitional Ministries**

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

### **Commission on Pastoral Ministries**

- 1066210 - CPM Expenses
- 1066235 - Minister Gatherings/Development
- 1066245 - Des Fnd Pastor Support
- 1066250 - Des Fnd Towner Scholarship Exp
- 1066260 - Des Fnd Sabbatical Support
- 1066310 - Readiness Assessments

### **Planning Commission**

- 1075505 - Meeting/Education Expenses

## 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

## Pass Thru Expenses

- 1099110 - San Jose Donation Distributions
- 1099120 - Des San Jose Projects Support Exp
- 1099310 - Restricted Welsh Distributions
- 1099320 - Restricted Emond Distributions
- 1099330 - Res Peacemaking/Walz Dist
- 1099335 - Res Peacemaking/Walz to Fdtn
- 1099340 - Res Towner Donations to Fdtn
- 1099410 - PCUSA Special Offerings/PDA Exp
- 1099420 - Gathering Offerings Distributions
- 1099900 - Southminster Loan Pymts to Fdtn