

## Sample Expense Voucher Form

The sample voucher form below can be used for direct payment or reimbursement of business expenses for the church. A church member can use the form to request direct payment or reimbursement for purchase of church-related items, such as paper plates for the church kitchen, cleaning supplies or a new electrical switch for the sanctuary. A staff member can use the voucher to request direct payment or reimbursement of expenses pursuant to an accountable reimbursement plan.

**Direct Payment Example:** The choir director may request direct payment of a continuing education expense that is part of his/her accountable reimbursement plan. The choir director would complete the form, attach the original invoice or bill, preferably the original, obtain the necessary authorization, (i.e., signature of person authorized to approve the expense), and submit completed form to the treasurer for payment. The choir director should keep a copy.

**Reimbursement Example:** The pastor purchases and pays for worship materials. He/she would complete the form, asking that reimbursement be made to him/her for purchase of materials and would attach the original receipt. The pastor obtains the necessary authorization signature and submits the completed form to the treasurer for payment. The treasurer would remit the amount to the pastor. The pastor should keep a copy.

In each case, it will simplify the treasurer's job if the person submitting the voucher notes the account number or budget line item number.

<b>“CHURCH NAME”</b> <b>Expense Voucher</b>	
Date: _____	Amount: \$ _____
Pay To: Name _____	
Address _____	
Description of Expense: _____	
Business Purpose of Expense: _____	
Receipt/Bill: <input type="checkbox"/> Attached <input type="checkbox"/> No	
Account Number or Budget Line Item Number: _____	
Person Requesting Payment: _____	
Approved By: _____	
Special Instructions: _____	