



Presbytery of the Pacific Southwest

Request for Expenditures and Reimbursements

Supporting documentation (i.e. receipts) must be attached to request.

All requests should be mailed to Cathy Cole, Presbytery Assistant, at the Presbytery Office:
5770 Carlson Drive, Sacramento, CA 95819 or cathy@epcpops.org.

TODAY'S DATE:	REQUESTED BY:	REQUESTOR EMAIL:
CHECK AMOUNT:	DATE REQUIRED:	REQUESTOR PHONE NUMBER:
PAYABLE TO:		1099 YES <input type="checkbox"/> No <input type="checkbox"/>
MAIL DIRECT TO: NAME		
ADDRESS: (STREET)		(CITY/STATE/ZIP CODE)
DESCRIPTION: (ATTACH ALL RECEIPTS)		
TRAVEL EXPENSE SUMMARY (ATTACH ALL RECEIPTS) USE A SINGLE REQUEST FOR EACH TRIP		
	AMOUNT	COMMENT/ADDITIONAL INFORMATION
AIRFARE		
MILEAGE		_____ MILES @ \$.725 PER MILE = _____
RENTAL CAR		
PARKING		
LODGING		
MEALS		
OTHER		
OTHER		
TOTAL		
TREASURER USE ONLY		
ACCOUNT NAME		AMOUNT
		TOTAL:
AUTHORIZED BY:		DATE:

PAID DATE: _____ CHECK #: _____ AMOUNT: _____