

**REQUEST FOR DISBURSEMENT
PALO DURO PRESBYTERY, INC.
P.O. BOX 16267, LUBBOCK, TX 79490**

Pay to _____ Date _____

Address _____ City _____ State _____ ZIP _____

GENERAL EXPENDITURES (other than mileage)

Date	Account #	Itemized Description	Amount
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

PLEASE ATTACH RECEIPTS TO BACK OF VOUCHER

MILEAGE EXPENDITURES

TOTAL MILES DRIVEN _____ X 25 CENTS = \$ _____

TOTAL DISBURSEMENT REQUEST \$ _____

PAYMENT AUTHORIZED _____

(moderator of work unit)

APPROVED FOR PAYMENT _____

(office use only)

**VOUCHERS MUST BE SUBMITTED TO THE PRESBYTERY OFFICE NO LATER THAN
TWO WEEKS AFTER THE EXPENSE IS INCURRED**

(Revised for 2004)

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PRESBYTERY REIMBURSEMENT POLICIES

Meals and Lodging

Palo Duro Presbytery will reimburse persons on presbytery business for reasonable meal expenses, or will provide group meals at meetings. Double occupancy of motel rooms is policy. Persons choosing single occupancy will reimburse the presbytery for the difference between the double and single rate. If health reasons require single occupancy, the presbytery will pay the full cost.

Travel

Presbytery will reimburse persons on presbytery business at a rate of 25 cents per mile. Persons choosing to travel by air will be reimbursed for either the cost of the airline ticket or the appropriate road mileage, whichever is the lesser expense.

Childcare

Presbytery will provide childcare under the following circumstances:

1. At reasonable cost by the parents when presbytery activity requires them to be away, and when the group planning the activity has budgeted and approved childcare.
2. At the places and times when Coordinating Council or presbytery committees meet, and the presence of members requires that children accompany them. The group responsible for the meeting will attempt to arrange volunteer childcare, but paid childcare persons may also be negotiated.
3. At the places and times when stated meetings of presbytery require that children accompany members of the presbytery. The host church will be asked to secure volunteers or paid persons to provide such care, either at host church or presbytery expense.

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