

# EXPENSE REPORT

PRESBYTERY OF THE JAMES  
3218 Chamberlayne Ave. Richmond, VA 23227



Make check payable to \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Charge to \_\_\_\_\_ Purpose \_\_\_\_\_

Line item/Team/Committee/Ministry \_\_\_\_\_

EXPENSE	DESCRIPTION	DATE(S) EXPENSE(S) OCCURRED	AMOUNT
Auto @ .485			\$
RECEIPTS ARE REQUIRED FOR ALL DISBURSEMENTS BELOW			
Meals/Tips			
Postage			
Telephone			
Parking/Tolls			
Supplies			
Honoraria			
Lodging			
Other			
Other			
SUBTOTAL			\$
I wish to contribute this portion of my expenses to the presbytery as a gift			\$
<b>TOTAL REIMBURSEMENT DUE</b>			\$

**REQUIRED**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE  
USE ONLY**

Authorized by \_\_\_\_\_ Date: \_\_\_\_\_

Account \_\_\_\_\_

Check No. \_\_\_\_\_ Date: \_\_\_\_\_