

THE PRESBYTERY of HUNTINGDON EXPENSE VOUCHER POLICY **(June 12, 2023)**

Purpose: The expense voucher policy is to provide a clear and concise method to release funds from the Presbytery Annual Administrative, or Mission Budgets or restricted funds for designated Presbytery expenses.

- This occurs after approval by a committee, team, or staff member, appropriate to the funding source (see Restricted Funds of Huntingdon Presbytery for complete description and details of funds available for Presbytery use).
- The Administrative Assistant is responsible for creating and updating the voucher form as needed.

ADMINISTRATIVE EXPENSES: Administrative expense vouchers provide a method for reimbursement to persons who encounter expenses doing Presbytery work.

MISSION EXPENSES: Mission expense vouchers provide reimbursement for expenses encountered doing Presbytery work, release of funds from Mission Budget and designated Mission expense.

Voucher Guidelines for both Administrative and Mission Expenses:

- Vouchers may also be submitted by the Administrative Assistant, Stated Clerk, and General Presbyter.
- The Administrative Assistant is responsible for obtaining correct information (name, address, amounts, receipts) for vouchers for presbytery meetings (guests, organists, technology person, custodian, other)
- **Receipts** - A receipt is required and attached to the voucher. Each expense does not require a separate voucher. When paying for an authorized expense using a credit/debit card for payment, a receipt is necessary, except mileage.
- **Mileage** - Expenses for travel to meetings and other presbytery work are reimbursed at a per mile rate determined annually and published in the Administrative Budget. For mileage expense incurred for presbytery work for other governing body, mileage expense is to be vouchered to the other governing body.
- **Meals** - Provide a full explanation for meal expense and list the name(s) of participants in the space designated on the voucher.

PAYMENT METHODS: When making payment for approved Presbytery expense, regardless of method of payment, a receipt is required, except for mileage expense and out of pocket local telephone expense.

- **Credit/Debit card:** Presbytery approved expense paid for by credit card or debit card require a receipt. Attach the receipt, invoice, copy of credit/debit receipt, or billing statement to the expense voucher.
- **Cash:** Presbytery approved expense paid for with cash requires a receipt. Attach all receipts, invoices and/or billing statements to the expense voucher prior to submitting to Administrative Assistant or General Presbyter.
- **Direct billing:** Presbytery approved expense for supplies or services billed to Presbytery, follow the procedure for Credit/ Debit Card (above).
- All vouchers are then submitted to the General Presbyter for approval and then sent to the bookkeeper.
- **Process for Payment of Expenses:** The treasurer of the Corporation is the treasurer of the presbytery. Once bills of the presbytery are received by the Administrative Assistant and approved by the general presbyter, the bills are sent to the bookkeeper. If under \$1000, he/she will pay them with a stamp of the name of the treasurer. If over \$1000, the bills will be returned to the

administrative assistant of the presbytery for another signature as approved by presbytery at the January meeting.