

ELCA - Grand Canyon Synod

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Instructions to Complete the Expense Reimbursement Voucher

This form is for non-employee reimbursements, i.e. council, board, and committee members

Instructions to non-employee:

1. Complete all sections of the form.
2. The description should explain the purpose of the expense so that a third party would understand how the particular expense fits in with the mission of the Synod.
3. Write the date the expense was incurred.
4. For travel expenses, identify the location of the expense. A brief description of other expenses can be provided.
5. Identify the type of transportation used and then the cost of that transportation. If a personal car was used, state the miles driven and then the cost.
6. Mileage is reimbursed at 14 cents per mile. The standard mileage rate for charitable activities allowed by the IRS is 14 cents per mile. Please see IRS Publication 526 or consult your tax advisor.
7. List other expenses in the "Other Costs" column and identify the expense. This might include the purchase of office supplies, books, etc.
8. Add all expenses for each row and enter total in the "Total Expenses" column.
9. Leave the "Account to be charged" column blank. A Synod employee will complete this column.
10. Sum the "Total Expenses" column to get a total for the report and enter the amount in the "Total Expenses - Balance Due Payee" blank.
11. Date and sign the form.
12. Attach supporting documents. A check cannot be prepared without supporting documentation.
13. Forward the form along with supporting documents to the Grand Canyon Synod.

Instructions for the Grand Canyon Synod Employee:

1. Review the form to see that all parts have been completed.
2. Enter the appropriate account and job ID in that column.
3. Sign and date the form on the "Approved by" line.
4. Forward the form to the Minister for Finance & Statistics by Tuesday. A check will be processed and issued by Wednesday of the same week.