



# ELCA - Grand Canyon Synod

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## Instructions to Complete the Employee Travel and Expense Reimbursement Voucher

1. Complete all sections of the form.
2. This form is to be completed instead of the Check Request Form if it is for an employee reimbursement.
3. 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.
4. Write the date the expense was incurred.
5. For travel expenses, identify the location of the expense. A brief description of other expenses can be provided.
6. Identify the type of transportation used and then the cost of that transportation. If an employee car was used, state the miles driven and then the cost using the current IRS reimbursement rate.
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. Identify the proper account and job ID to be charged for each expense.
10. Sum the "Total Expenses" column to get a total for the report and enter the amount in the "Total Expenses - Balance Due Employee" blank.
13. The employee must date and sign the form.
14. An approved signer (Bishop, Assistants to the Bishop and Program Staff) must date and sign the form. If the employee and the approved signer are the same person, only the "Date" and "Approved By" blanks need to be completed.
15. Attach supporting documents. A check cannot be prepared without supporting documentation.
16. Expense Vouchers submitted to the Minister for Finance by Tuesday, will be processed and a check issued by Wednesday of the same week.