**<CHURCH NAME>
Expense Voucher**

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| **Pay to** |
| **Address** |
| **City** | **State** | **Zip** |

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| **Description** | **Fund or Budget** | **Amount** |
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| **Comments/Notes** |  |  |
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| **Signature Approval** |  | **Date** |

*For payment, expense vouchers need proper support and approval. For support, there should be an invoice or detailed receipt. Mileage reimbursements are at the rate adopted by the Finance Committee.***<CHURCH NAME>
Expense Voucher**

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| **Comments/Notes** |  |  |
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