

**COMMUNICATIONS**  
 Northern Illinois Synod  
 Evangelical Lutheran Church in America  
 103 W. State St., Rockford, IL 61101-1105  
 (815) 964-9934

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	(City)	(State)	(Zip)
Auto Miles _____ at 58.5¢ per mile			\$ _____
Tolls or Parking Fees:			\$ _____
Meals or Food:			\$ _____
Lodging:			\$ _____
Other (must specify) _____:			\$ _____
Total Expenses:			\$ _____

- Reimburse for above, or
- Approve and return form to verify deductible contribution
  - **(Please note:** If using this voucher as verification of an income tax deduction, per the IRS you may claim only 14¢ per mile as a charitable contribution. Therefore, change the 44.5¢ figure above to 14¢ per mile before calculating your expense.)

(Sub-Committee or Task Force)	(Place of meeting)	(Date)
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I certify the above to be true and correct \_\_\_\_\_  
 (Signature of Individual Payee)

\_\_\_\_\_  
 (Signature of Committee Chair)

**Receipts must be attached for expenses other than mileage totaling more than \$20.00.**

- |                                    |                                   |
|------------------------------------|-----------------------------------|
| ___ 090-59005 Advertising          | ___ 090-59050 Meetings            |
| ___ 090-59010 Director             | ___ 090-59060 Photography         |
| ___ 090-59020 Equipment            | ___ 090-59070 Postage             |
| ___ 090-59030 Growth Projects      | ___ 090-59080 Printing & Mailings |
| ___ 090-59032 Honarium             | ___ 090-59085 Subscriptions       |
| ___ 090-59035 Identity Project     | ___ 090-59090 Supplements         |
| ___ 090-59037 Materials            | ___ 090-59100 Synod Assembly      |
| ___ 090-59040 Meetings - Committee | ___ 090-59110 Workshops           |