

**OFFICE**  
 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)

I certify the above to be true and correct \_\_\_\_\_  
 (Signature of Individual Payee)

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

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|---|--|
| <p>___ 175-60020 Equipment – Computers, etc.<br/>             ___ 175-60023 Equipment Maintenance<br/>             ___ 175-60025 Equipment – Labor<br/>             ___ 175-60027 Furniture<br/>             ___ 175-60205 R.I. – Equipment<br/>             ___ 175-60210 R.I. – Equipment Maintenance<br/>             ___ 200-60010 Occupancy Exp. – Rockford<br/>             ___ 200-60020 Occupancy Exp – R.I.<br/>             ___ 250-60010 Bank Charges &amp; Other Fees<br/>             ___ 250-60029 Internet<br/>             ___ 250-60030 Office Supplies<br/>             ___ 250-60040 Postage<br/>             ___ 250-60050 Printing<br/>             ___ 250-60060 Subscriptions &amp; Dues</p> | <p>___ 250-60070 Telephone<br/>             ___ 250-60072 Telephone – Electronic Network<br/>             ___ 250-60230 R.I. – Office Supplies<br/>             ___ 250-60240 R.I. – Postage<br/>             ___ 250-60250 R.I. – Printing<br/>             ___ 250-60270 R.I. – Telephone<br/>             ___ 400-60030 Continuing Ed - Bishop &amp; Assistants<br/>             ___ 400-60220 Continuing Ed - Support Staff<br/>             ___ 500-60020 Consultation Team Expense<br/>             ___ 500-60030 Interest Expense<br/>             ___ 500-60040 Loss on Disposition of Sale<br/>             ___ 500-60050 Miscellaneous Expense<br/>             ___ 500-60060 Moving Expense</p> |
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