

**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 50¢ 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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| <ul style="list-style-type: none"> <li>___ 175-60020 Equipment – Computers, etc.</li> <li>___ 175-60023 Equipment Maintenance</li> <li>___ 175-60025 Equipment – Labor</li> <li>___ 175-60027 Furniture</li> <li>___ 175-60205 R.I. – Equipment</li> <li>___ 175-60210 R.I. – Equipment Maintenance</li> <li>___ 200-60010 Occupancy Exp. – Rockford</li> <li>___ 200-60020 Occupancy Exp – R.I.</li> <li>___ 250-60010 Bank Charges &amp; Other Fees</li> <li>___ 250-60029 Internet</li> <li>___ 250-60030 Office Supplies</li> <li>___ 250-60040 Postage</li> <li>___ 250-60050 Printing</li> <li>___ 250-60060 Subscriptions &amp; Dues</li> </ul> | <ul style="list-style-type: none"> <li>___ 250-60070 Telephone</li> <li>___ 250-60072 Telephone – Electronic Network</li> <li>___ 250-60230 R.I. – Office Supplies</li> <li>___ 250-60240 R.I. – Postage</li> <li>___ 250-60250 R.I. – Printing</li> <li>___ 250-60270 R.I. – Telephone</li> <li>___ 400-60030 Continuing Ed - Bishop &amp; Assistants</li> <li>___ 400-60220 Continuing Ed - Support Staff</li> <li>___ 500-60020 Consultation Team Expense</li> <li>___ 500-60030 Interest Expense</li> <li>___ 500-60040 Loss on Disposition of Sale</li> <li>___ 500-60050 Miscellaneous Expense</li> <li>___ 500-60060 Moving Expense</li> </ul> |
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