

**SYNOD ASSEMBLY**  
 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 55¢ 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)

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

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

- |               |                                   |               |                               |
|---------------|-----------------------------------|---------------|-------------------------------|
| ___ 300-60005 | Honorarium                        | ___ 300-60030 | Planning - Miscellaneous      |
| ___ 300-60010 | Housing & Meals - SC & Staff      | ___ 300-60031 | Planning - Printing & Copying |
| ___ 300-60011 | Housing - Augustana               | ___ 300-60032 | Planning - Postage            |
| ___ 300-60020 | Nominating Committee              | ___ 300-60033 | Planning - Ring Binders       |
| ___ 300-60021 | Operations - Bible Study Leader   | ___ 300-60034 | Refunds                       |
| ___ 300-60022 | Operations - Brass Quintet        | ___ 300-60035 | Resolutions Committee         |
| ___ 300-60023 | Operations - Food Services        | ___ 300-60040 | Retirement - SC & Bishop      |
| ___ 300-60024 | Operations - Golf Carts           | ___ 300-60042 | SA Planning Committee Retreat |
| ___ 300-60025 | Operations - Hunger Meal Donation | ___ 300-60045 | Travel Expense                |
| ___ 300-60026 | Operations - Meeting Rooms        | ___ 300-60049 | Worship - Booklets (Print)    |
| ___ 300-60027 | Operations - Miscellaneous        | ___ 300-60050 | Worship - Copyrights & Music  |
| ___ 300-60028 | Operations - Offering             | ___ 300-60055 | Worship - Miscellaneous       |
| ___ 300-60029 | Operations - Sound System         | ___ 300-60060 | Worship - Plants              |