

OUTDOOR MINISTRIES
EVENT LEADERSHIP EXPENSE VOUCHER

For Event Directors, Cabin Leaders and Resource People to record and submit expenses incurred by them and for which they would like to be reimbursed. **This voucher should be filled out by the person incurring the expense, signed by the Event Director and mailed to:**

Pilgrim Firs
3318 SW Lake Flora Rd
Port Orchard, WA 98367
306-876-2031

EVENT _____ DATES OF EVENT _____

YOUR NAME _____

YOUR ADDRESS _____

1. Travel Expense to the Training Event:

a. Car: _____ miles @ \$.14/mile \$ _____

(add \$.03 per mile for each
passenger attending the event)

b. Other transportation \$ _____

(bus, taxi, etc.)

2. Travel Expense to the Camp or Event:

a. Car: _____ miles @ \$.14/mile \$ _____

(add \$.03 per mile for each
passenger attending the event)

b. Other transportation (bus, taxi, etc.) \$ _____

3. Other Expenses (crafts, projects, snacks, etc.) \$ _____

PLEASE NOTE: You MUST provide receipts as documentation for any purchases you made for which you want to be reimbursed or for which you wish to claim a donation, this included for bus or taxi rides.

TOTAL EXPENSES: \$ _____

This voucher authorized by _____

Signature of Event Director

If you wish to consider all or part of the expenses listed above as a gift to the PNC-UCC Outdoor Ministry Program, please note this below.

Please accept _____ of the expenses listed as a gift. Your Initials: _____