

# CHECK REQUEST

PAY TO: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL MILES DRIVEN: \_\_\_\_\_ \*  
(NOTE PLACE OF DEPARTURE AND  
DESTINATION IN EXPLANATION BELOW)

DIVISION / COMMITTEE \_\_\_\_\_

## EXPLANATION:

AMOUNT: \$ \_\_\_\_\_

G/L ACCT #: \_\_\_\_\_

AMOUNT: \$ \_\_\_\_\_

G/L ACCT #: \_\_\_\_\_

AMOUNT: \$ \_\_\_\_\_

G/L ACCT #: \_\_\_\_\_

AMOUNT: \$ \_\_\_\_\_

G/L ACCT #: \_\_\_\_\_

**TOTAL CHECK REQUEST: \$ \_\_\_\_\_**

**\*\*\* ATTACH SUPPORTING RECEIPTS TO THIS REQUEST \*\*\***

<b>OFFICE USE ONLY</b>	
CHECK #	_____
DATE	_____

SUBMITTED BY: \_\_\_\_\_  
(To be signed by person requesting funds)

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(To be signed by person authorized to request fund disbursement)

*\*It is the policy of Shenandoah Presbytery to reimburse all pastors and educators for mileage to Presbytery committee meetings to the extent not covered by travel allowances from churches. Many pastors and educators have adequate travel allowances, updated annually by their terms of call and which take into consideration their regular attendance at Presbytery committee meetings. These pastors and educators need not fill out a Presbytery check request form but should instead voucher their mileage to their church. The travel allowance for each congregation is different, as is the mileage to committee meetings. It is left to the discretion of each pastor and educator to determine which mileage reimbursement method applies.*