

Presbytery of Boston

[illegible]

FISCAL ACCOUNTING INFORMATION				FOR BUSINESS OFFICE USE ONLY	
Account to be charged: _____		RECEIPTS MUST BE ATTACHED FOR EACH EXPENSE			
Please Note: A separate employee travel reimbursement form must be completed for each account to be charged. Only one account per form.				AMOUNT:	
				AMOUNT:	
				AMOUNT:	
***** CERTIFICATION *****					
I hereby certify that the amounts as itemized are true & correct, were incurred during service for the Boston Presbytery					
& conform with all travel rules & policies, for no later than 30 days submission of all travel and expense reimbursement requests.		Submitter's Signature		Date	
Request for reimbursement from accounts other than those authorized require signature of account owner.					
Submissions later than 30 days of cost incurrence will require approval of the Moderator		Approved by		Title	