

Presbytery of New Hope
Committee on Preparation for Ministry (CPM)
Inquirer/Candidate Expense Reimbursement Voucher

Name _____

Address _____

Street/Apt/etc. _____

City _____

State _____

Zip Code _____

Date(s) of event creating reimbursement _____

Event creating reimbursement _____

Location of Event _____

Reimbursement for _____

Ordinarily an individual will have three regular interviews with CPM: (1) to become an Inquirer; (2) to be approved by CPM to become a Candidate; (3) to be certified ready to receive a call, which must take place before any candidate can circulate a PIF [Personal Information Form] or have any official conversations with any PNC [Pastor Nominating Committees] about seeking a call. CPM will pay 1/3 of your travel expenses to these interviews. If you drive, we will pay you at the rate of 16 cents per mile. A voucher can be completed on the day of your interview. This travel policy also applies for travel to a Presbytery meeting to become a Candidate and for Annual Consultations .

Item	Total Amount	Allowable	Your reimbursement
* Air Fare Round trip or one way? _____		1/3	
*Bus/Train, etc.		1/3	
Private automobile (@ \$.16 / mile) Miles? _____		100%	
* Lodging (# of nights) _____		1/3	
Meals (including tips):		1/3	
Date _____		1/3	
Date _____		1/3	
Date _____		1/3	
Parking		1/3	
Misc. _____		1/3	
Misc. _____		1/3	

* Attach receipts for tickets and overnight lodging.

Comments: _____

Signature _____ Date submitted _____

Send to: New Hope Presbytery, 2309 Sunset Avenue, Rocky Mount, NC 27804

Attention: Committee on Preparation for Ministry

For internal use:

Approved _____ Disapproved _____ Date _____

By: _____

Signature _____

Title _____

Charge to budget account _____

Forwarded to _____ for payment.

Check # _____ Date _____ Amount _____