

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

Name: _____

Address: _____

Street/Apt./etc. _____

City _____ State _____ Zip Code _____

Dates(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 committee) about seeking a call. CPM will pay 1/2 of your travel expenses to these interviews. If you drive, we will pay you at the rate of 26 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?		50%	
*Bus/Train, etc.		50%	
Private automobile @ 26 cents per mile Miles? _____		100%	
*Lodging (# of nights) _____		50%	
Meals (including tips)		50%	
Date _____			
Date _____			
Date _____			
Parking		50%	
Misc. _____		50%	
Misc. _____		50%	

*Attach receipts for tickets and overnight lodging.

Comments: _____

Signature: _____ Date submitted: _____

Send to: **Attn: Committee on Preparation for Ministry**
Presbytery of New Hope, 2022 McDonald Lane, Raleigh, NC 27608

For internal use

Approved: _____ Not Approved: _____ Date: _____

By: _____
 Signature Title

Charge to budget account: _____

Forward to: _____ for payment

Check #: _____ Date: _____ Amount: _____