

# Instructions for completing this Expense Voucher

## 1. How to fill out an expense voucher:

**Substantiate your expense:** Every expense voucher must be accompanied by one or more receipts, invoices, contracts, or other paperwork substantiating the expense. You may combine multiple receipts or invoices on one expense voucher as long as it is clear to which accounts the expenses are to be charged.

**Email address:** an email will automatically be sent to this address when payment is made.

**Electronic payment:** Please consider electronic payment. It does not cost you (the payee) anything and saves the church time and money over a paper check. The first time you fill out an expense voucher requesting electronic payment you will receive an email invitation to set up your Bill.com password and link it to your bank account. For all payments after that, you will receive an e-mail notification when payment is sent and the money will appear in your bank account within 3 days of payment.

**Paper check:** If you provided an email address, you will receive an email notification when your check is mailed. Your paper check should arrive at the address provided within 3 weeks.

**Special payment instructions:** If it is necessary to have a check processed sooner, to have it hand-delivered, paid by bank transfer, or it was already paid using the debit card, please note that on the Special Payment instructions.

**Including documentation with the check:** The first page will be reduced in size by half and included with the check. Usually, the expense voucher is on top with supporting documentation following it so a copy of the expense voucher accompanies the check. Change the order of the pages if a page other than the expense voucher needs to accompany the check.

## 2. Submit the Voucher plus supporting documentation in one of the following ways:

- Scan the voucher plus any supporting documentation into a single PDF file (with page one being the supporting documentation that will accompany the check) and then email that file as an attachment to [StMarksBills@Bill.com](mailto:StMarksBills@Bill.com).
- Mail to Annick Milde, Parish Finance Administrator, St. Mark's Church, 301 A Street SE, Washington, DC 20003.
- Drop off at the church offices located inside the church building on the second floor. For delivery outside of business hours, a metal clergy/staff drop box is located on the 2nd floor in the wall to the left of the door into the church offices.

- Email a PDF to Annick Milde at [pfa@StMarks.net](mailto:pfa@StMarks.net).
- Fax to 202-546-3695 (and call Annick Milde at 601-651-0057 to tell her to look out for the fax).

**3. If you provided an e-mail address, you will receive an email notification when your bill has been paid.**

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