# CHECK REQUEST

PRESBYTERY OF TROPICAL FLORIDA

<table>
<thead>
<tr>
<th>Needed by date:</th>
<th>Check No.</th>
<th>Mileage</th>
<th>Expenses</th>
<th>Check Total $</th>
</tr>
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<tr>
<th>Mail Check?</th>
<th>Yes</th>
<th>No</th>
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<th>Payable To:</th>
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<th>Requested by:</th>
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<th>Committee:</th>
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<tr>
<th>Reference to Minutes:</th>
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<tr>
<th>Budget Line Acct No.</th>
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<th>For:</th>
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Note: All expenses must be supported by attached receipts.

**Mileage**

- $(.25 per mile - Add $.01 per mile for each additional passenger)

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<th>From</th>
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<th>Total Mileage</th>
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<th>Signed: Date:</th>
<th>Approved by:</th>
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<th>Approved by:</th>
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