

**PRESBYTERIAN WOMEN  
SYNOD OF THE NORTHEAST**

**REMITTANCE FORM**

Date \_\_\_\_\_

Pledge \$ \_\_\_\_\_ For year \_\_\_\_\_

Other \$ \_\_\_\_\_

Specify \_\_\_\_\_

Presbytery \_\_\_\_\_

Treasurer \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone/Email \_\_\_\_\_

Make check payable to: **PWSNE**

**Send to:** Sharon Hsu  
907 Cranbury Cross Road  
North Brunswick, NJ 08902  
732-828-1414  
sharon2nj@yahoo.com



**YOUR CHECK IS YOUR RECEIPT**

**PRESBYTERIAN WOMEN  
SYNOD OF THE NORTHEAST**

**GASOLINE REIMBURSEMENT FORM**

Date \_\_\_\_\_ Event \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone/Email \_\_\_\_\_

Presbytery \_\_\_\_\_

Gasoline Cost \$ \_\_\_\_\_

Tolls \$ \_\_\_\_\_

Reimbursement  
Total \$ \_\_\_\_\_

**Send to:** Sharon Hsu  
907 Cranbury Cross Road  
North Brunswick, NJ 08902  
732-828-1414  
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**RECEIPTS MUST ACCOMPANY ALL  
REQUESTS FOR PAYMENT**

## **Travel Expenses Reimbursement**

### **Guidelines:**

PWS Coordinating Team Members, Presbytery Moderators, as well as workshop leaders, invited guests, the Seminary Intern, and worship leaders may request reimbursement of travel expenses. PWS pays the cost of gasoline and tolls, with receipts. Other forms of travel may also be reimbursed, with receipt.

How gas reimbursement is calculated:

1. Fill up before leaving home,  
i.e. 20 gal
2. Fill up upon returning home,  
i.e. 15 gal

The cost for the 15 gallons actually USED for the trip is the only amount that would be eligible for reimbursement.