

PACIFIC NORTHWEST CONFERENCE UNITED METHODIST WOMEN

Expense Voucher

Submitted by _____ Date _____

Address _____

City _____ State _____ Zip Code _____

Phone (_____) _____ Meeting/Event _____

Please attach receipts or bills and itemize them.

OFFICE EXPENSES

Telephone \$ _____

Printing, Copying, etc. \$ _____

Postage \$ _____

Officer Expense \$ _____

Other (describe) \$ _____

TRAVEL EXPENSES

_____ miles (roundtrip) @\$.35/mile \$ _____

_____ miles _____ passenger(s) @\$.05/miles \$ _____

TOTAL MILEAGE REIMBURSEMENT \$ _____

Airfare/Bus fare \$ _____

Meals (number _____) \$ _____

Lodging \$ _____

Other (describe) \$ _____

TOTAL REIMBURSEMENTS \$ _____

Approved _____
President *Secretary*

Date Paid _____ Check No. _____