PACIFIC NORTHWEST CONFERENCE UNITED WOMEN IN FAITH Expense Voucher

Submitted by Date		Submitted by	Date
Address		Address	
City	State Zip	_ City St	rate Zip
Phone () Meeting/Event		Phone () Meeting/Event	
Please attach receipts or bills and itemize them.		Please attach receipts or bills and itemize them.	
Office Expenses		Office Expenses	
Telephone	\$	_ Telephone	\$
Printing, Copying, etc.	\$	Printing, Copying, etc.	\$
Postage	\$	_ Postage	\$
Officer Expense	\$	_ Officer Expense	\$
Other (describe)	\$	_ Other (describe)	\$
<u>Travel Expenses</u>		<u>Travel Expenses</u>	
miles (roundtrip) @\$.35/mile \$		miles (roundtrip) @\$.35/mile \$	
miles passenger(s) @\$.05/miles \$		miles passenger(s) @\$.05/miles \$	
Total mileage reimbursement \$		_ Total mileage reimbu	rsement \$
Airfare/Bus fare	\$	_ Airfare/Bus fare	\$
Meals (number)	\$)	\$
Lodging	\$	Lodging	\$
Other (describe)	\$	Other (describe)	\$
TOTAL	\$	_ TOTAL	\$
Approved	Secretary	Approved	Secretary
Date Paid	Check No.	Date Paid Check No.	

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