

**PACIFIC NORTHWEST CONFERENCE UNITED WOMEN IN FAITH  
Expense Voucher**

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Meeting/Event \_\_\_\_\_

**Please attach receipts or bills and itemize them.**

**Office Expenses**

(describe) \_\_\_\_\_ Telephone \$ \_\_\_\_\_

(describe) \_\_\_\_\_ Printing, Copying, etc. \$ \_\_\_\_\_

(describe) \_\_\_\_\_ Postage \$ \_\_\_\_\_

(describe) \_\_\_\_\_ Officer Expense \$ \_\_\_\_\_

(describe) \_\_\_\_\_ Other \$ \_\_\_\_\_

**Total Office Expense \$ \_\_\_\_\_**

**Travel Expenses**

**Mileage Calculation**

(Combine the totals & enter this sum on the *Total Mileage Calculation* line.)

\_\_\_\_\_ Miles (roundtrip) X \$.50 \$ \_\_\_\_\_

\_\_\_\_\_ Miles X \_\_\_\_\_ # Passengers X \$.05 \$ \_\_\_\_\_

**Total Mileage Calculation \$ \_\_\_\_\_**

(describe) \_\_\_\_\_ Airfare/Bus fare \$ \_\_\_\_\_

**Meals** (number \_\_\_\_\_) \$ \_\_\_\_\_

(describe) \_\_\_\_\_ Lodging \$ \_\_\_\_\_

(describe) \_\_\_\_\_ Other \$ \_\_\_\_\_

**Total Travel Expenses \$ \_\_\_\_\_**

**TOTAL REIMBURSEMENT REQUEST \$**

Approved \_\_\_\_\_  
*President* *Secretary*

Date Paid \_\_\_\_\_ Check No. \_\_\_\_\_