

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

Telephone \$ _____

Printing, Copying, etc. \$ _____

Postage \$ _____

Officer Expense \$ _____

Other (describe) _____ \$ _____

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 \$ _____

Airfare/Bus fare \$ _____

Meals (number _____) \$ _____

Lodging \$ _____

Other (describe) _____ \$ _____

Total Travel Expenses \$ _____

TOTAL REIMBURSEMENT REQUEST \$

Approved _____
President Secretary

Date Paid _____ Check No. _____

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