

PACIFIC NORTHWEST CONFERENCE AGENCY MEETING EXPENSE FORM

Receipts are required for all expenditures – attach copies – must be received within 60 days of the meeting date

(SEE BACKSIDE FOR IMPORTANT INFORMATION)

PLEASE USE A SEPARATE FORM FOR EACH MEETING ATTENDED

Meeting attended \_\_\_\_\_ Meeting Date \_\_\_\_\_

**Transportation**

Air, rail, bus (actual cost at LOWEST available rate) \$ \_\_\_\_\_

Auto: \_\_\_\_\_ miles @ 14 cents for car and yourself \$ \_\_\_\_\_

\_\_\_\_\_ miles @ 2 cents additional for **each** passenger \$ \_\_\_\_\_

Please list names of passengers:

\_\_\_\_\_  
\_\_\_\_\_

Airport limo or other: \_\_\_\_\_ \$ \_\_\_\_\_

Parking \$ \_\_\_\_\_

**Lodging** (Maximum of \$110 per night; double occupancy encouraged) \$ \_\_\_\_\_

**Meals** (actual cost, exclude alcoholic beverages) Number \_\_\_\_\_ \$ \_\_\_\_\_

**Miscellaneous** (please itemize)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**Pay to:** (please print) \_\_\_\_\_

**Address** \_\_\_\_\_

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

**Signature** \_\_\_\_\_

**Send to:** Office of Connectional Ministries, P.O. Box 13650, Des Moines, WA. 98198-1009

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**PLEASE DO NOT WRITE IN THIS SPACE -- FOR CONFERENCE OFFICE USE ONLY**

Account Name \_\_\_\_\_

Number \_\_\_\_\_

Approved \_\_\_\_\_

TREASURER'S OFFICE

## **INFORMATION ON EXPENSE REIMBURSEMENT**

### Pacific Northwest Conference Boards and Agencies

It is recognized that members of boards and agencies often make financial as well as personal contributions to the program of the Conference, since limited resources make it difficult to pay expenses in full. This is deeply appreciated.

In order to reduce the financial sacrifice to persons on Conference boards and agencies, expenses are reimbursed as stated in the following paragraphs.

Auto travel is reimbursed at the rate of 14 cents per mile for the car and driver, with 2 cents per mile additional for each passenger. Members may assist both themselves and the Conference through car pooling arrangements whenever possible.

Overnight housing is reimbursed at a maximum rate of \$110; double occupancy is encouraged. Frequently, two persons sharing motel/hotel accommodations can cover their expenses within this allowance.

Meals are reimbursed at actual cost when they are not provided at the meeting itself. This includes necessary meals involved in traveling to and from a meeting. Alcoholic beverages will not be reimbursed

Airline, train and bus fare are reimbursed. We rely on persons to secure the lowest plane fare possible. Parking garage and lot fees and airport transportation are reimbursed at actual cost.

This form is for your use in reporting expenses. Vouchers are usually processed for payment within one week. Checks are mailed to those submitting vouchers.

### **NOTE- IMPORTANT INFORMATION**

- 1. A RECEIPT MUST BE ATTACHED FOR EACH EXPENDITURE BEFORE A CHECK WILL BE PROCESSED.**
- 2. VOUCHER MUST BE SUBMITTED WITHIN 60 DAYS OF THE MEETING TO QUALIFY FOR REIMBURSEMENT**