

# 2016 WJ CONFERENCE TRAVEL EXPENSE VOUCHER

Western Jurisdictional Conference of the United Methodist Church, Scottsdale

DELEGATE? Y/N Alternate filling in for: \_\_\_\_\_

IF NOT A VOTING DELEGATE: Committee: \_\_\_\_\_

Date of committee meeting: \_\_\_\_\_

ARRIVAL & DEPARTURE DATES: \_\_\_\_\_

Round trip mileage \_\_\_\_\_ at \$0.14 per mile \$ \_\_\_\_\_

Round trip plane or bus fare \$ \_\_\_\_\_  
\*\*receipts needed

Lodging (reimbursed @ double occupancy rate of \$39/night \$ \_\_\_\_\_  
\*\*receipts needed

Parking or shuttle at home airport \*\*receipts needed \$ \_\_\_\_\_

Meals (receipts needed) \$ \_\_\_\_\_

Registration fee (non-delegates with committee responsibilities) receipt needed \$ \_\_\_\_\_

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

PRINT Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Signature: \_\_\_\_\_

*Approved*

by: \_\_\_\_\_

Title \_\_\_\_\_

**MAIL TO:**  
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Conference Treasurer  
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