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:
California-Nevada Annual Conference
Conference Treasurer
P.O. Box 980250
West Sacramento, CA 95798-0250