

Western Jurisdiction of the United Methodist Church  
2017 -2020

Committee: \_\_\_\_\_

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

Location of meeting: \_\_\_\_\_

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

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

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

Lodging \*\*receipts needed \$ \_\_\_\_\_

Name of committee member roommate: \_\_\_\_\_

Parking or shuttles \*\*receipts needed \$ \_\_\_\_\_

Meals \*\*receipts 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