

Charlottesville District UMW Expense Voucher

Date Submitted _____, 2015

A) Executive Team Member Expense

Postage \$ _____ For _____

Copying \$ _____ For _____

Office Supplies \$ _____ For _____

Other Supplies \$ _____ For _____

Miscellaneous expense \$ _____ For _____

Miscellaneous expense \$ _____ For _____

Miscellaneous expense \$ _____ For _____

Miscellaneous expense \$ _____ For _____

A) TOTAL \$ _____

Reimburse _____ Do Not Reimburse _____

B) District Event/Meeting Travel Expense

District Meeting/Event _____

District Quarterly Meetings, Lenten Cluster Event, Advent Event, District Annual Meeting, District Officer Training, UM Day at the General Assembly

Mileage (round trip) _____ X 25¢ / mile per car or 35¢ / mile per van for six or more people =

B) TOTAL \$ _____

Reimburse _____ Do Not Reimburse _____

C) Registration for Conference Events paid by the District

Conference Meeting/Event _____

Mission Encounter, Spiritual Life Retreat, Young Women's Retreat, Conference Annual Meeting, UM Day at the General Assembly

C) TOTAL \$ _____

Reimburse _____ Do Not Reimburse _____

Total of A, B & C \$ _____

Amounts to be Reimbursed \$ _____ Not Reimbursed \$ _____

Date Paid _____ Check No _____ Amount Paid \$ _____

Team Member _____ Position _____

Address _____

Phone _____ E-Mail _____

