



United Women in Faith

SOUTH EAST DISTRICT OF THE FLORIDA CONFERENCE
UNITED WOMEN IN FAITH

Expense Voucher

Budget Item/Event/Meeting: _____ Date: _____

Name (please print) | Phone | Email Address

Street Address/P.O. Box | City, State, Zip Code

Completed Expense Vouchers must be given or sent to the District Treasurer within 30 days following travel and/or expenditure. Use only one voucher per event. This voucher may cover expenses such as transportation, tolls, lodging, meals, postage, copies, supplies, telephone, and program materials. Please attach receipts for all expenses. Mileage and an estimated amount for a meal on your return home will be accepted.

Mileage: \$0.40 per mile. Please note the name(s) of the officer(s) being transported, the originating and terminating locations, and the number of miles traveled.

Meals: One meal, up to \$10.00; two consecutive meals, up to \$15.00; and three consecutive meals, up to \$25.00. If you plan to arrive late or leave early, please advise the registrar of the event to ensure that the correct number of meals is ordered. If the Conference has paid for your meal, a voucher for that meal will not be accepted.

Lodging: Lodging is reserved double occupancy. Persons requesting a private room will pay the additional charge. If you arrange your own lodging, reimbursement will be only to the amount of the Conference reserved rate.

Table with 3 columns: Date, Description of Expense (attach receipts, except for mileage), Amount. Includes four rows for data entry.

Total Expenses: _____

Minus donation to Mission Giving or other (please specify): _____

Total Reimbursement Requested: _____

Approval Signatures: _____

Signature of Submitter: _____

Dr. Nora Hernandez Hendrix, President

Office/Responsibility: _____

Date Submitted: _____

Cassandra Pitter, Secretary

Check # _____ Date issued: _____ Issued by: _____

Jan H. Peel, Treasurer
15265 S.W. 102nd Road
Miami, FL 33157; Email address: janhpeel@gmail.com