

COMMITTEE TRAVEL EXPENSE VOUCHER

California-Nevada Annual Conference of the United Methodist Church

Committee: _____ Meeting Date _____

Meeting Place _____

1. One committee member in car
Round trip mileage _____ at \$0.15 per mile \$ _____

2. Two or more committee members in car
Round trip mileage _____ at \$0.20 per mile \$ _____
Names of passengers must be included

3. Bridge Tolls \$ _____

4. Parking Expense \$ _____

5. Round trip bus fare \$ _____

6. Round trip plane fare including travel to airports \$ _____
(Round trip plane travel must exceed 300 miles)

7. Meals while away from home (*Maximum: \$7.00 per meal or \$21.00 per day*) \$ _____
Please indicate is paying for someone else

8. Lodging Expense (*Maximum \$30.00 per night*) \$ _____

9. Dependent Care (*Up to \$4.00 per hour, maximum: \$32.00*) \$ _____

TOTAL EXPENSE \$ _____

PRINT Name _____

Address _____

Signature _____

Approved

by: _____

Title _____

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