

EXPENSE VOUCHER

(Update 7/1/11)

Dakotas Conference of the United Methodist Church

PO Box 460, Mitchell, SD 57301
Ph. 605-996-6552 Fax: 605-996-1766

Pay to		Board/Committee	
Address		Dates	
		Location	
City		Purpose	
State	Zip Code		

ATTACH RECEIPTS FOR ALL EXPENSES

Expenses

Account #s
Finance Office Use

Mileage:

Round Trip _____ X 33 cents =
You are allowed up to three passengers
of passengers _____ X mileage _____ X .03 =

Total Mileage _____

Meals and Lodging:

The Conference allows \$60 per day for meals and lodging. If your expenses are less than \$60 per day, please use the actual amounts.

If using the Daily Allowance:

of days _____ X \$60 =

If less than Daily Allowance please list actual amounts for:

Meals
Lodging

Total for Meals and Lodging _____

Other Expenses:

Please list the type of expense on the line below and the amount on the line to the right.

LESS ANY AMOUNT YOU WISH TO DONATE

**Receipts are
required for
reimbursement!**

(_____)

Total Reimbursement _____

Signature/Date:	Finance Office Use Only	Date:
Approved by/Date:	Written by:	Check #:

INSTRUCTIONS FOR COMPLETION OF EXPENSE VOUCHER

1. Fill in the name and complete address for whom the check should be written.
2. Provide the name of the board or committee to which the expense should be charged. Also, provide the date, place and purpose of the board or committee meeting.
3. Write in the round trip mileage on the line provided. Mileage is paid at 33 cents. You are also allowed 3 cents a mile for each passenger, not to exceed 3 passengers.
4. You are allowed reimbursement for actual expenses up to \$60 per day (referred to as Daily Allowance) for meals and lodging. If the amount you incurred is less than \$60 please submit the actual amounts. Provide receipts for these expenses no matter what the cost, even if you are using the daily allowance rate.
5. All other expenses should be listed under Other Expenses section.
6. Attach receipts and other bills to voucher. If receipts are not provided, you will not be reimbursed. Receipts are not required for mileage.
7. Write the correct figures on the Total lines and Total Reimbursement line.
8. The column labeled Account #s is used only by the finance office.
9. The box marked Signature/Date is to be completed by the person who prepares the expense voucher.
10. The box marked Approved by/Date is to be completed by the chairperson or their designate.
11. Be sure to have the Chairperson of the appropriate committee approve your voucher. Unapproved vouchers will be sent back to you to obtain approval.