

**EXPENSE VOUCHER**

**AWFC DISTRICT /Conference**

**ALABAMA-WEST FLORIDA CONFERENCE UNITED METHODIST WOMAN**

Type of Meeting/Expense:

[Empty box for Type of Meeting/Expense]

Date:

[Empty box for Date]

Location:

[Empty box for Location]

District / Conference Office:

[Empty box for District / Conference Office]

OFFICE

[Empty line for OFFICE]

Name:

[Empty line for Name]

Address:

[Empty lines for Address]

Miles      Rate - see Conference Directory for Current Rate

**TRAVEL:**

[Empty line for TRAVEL Miles]

\$ -

[Empty line for TRAVEL Rate]

(more than one qualifying rider)

[Empty line for (more than one qualifying rider) Miles]

\$ -

[Empty line for (more than one qualifying rider) Rate]

Qualifying rider

[Empty line for Qualifying rider]

(District / Conference Officer)

**EXPENSES:** (Please itemize and attach receipts)

**Miscellaneous Expense:**

**Amount**

[Empty lines for Miscellaneous Expense itemization]

[Empty lines for Amount column]

**TOTAL: \$ -**

APPROVED:

District / Conference President

[Empty line for District / Conference President signature]

District / Conference Secretary

[Empty line for District / Conference Secretary signature]

Date Paid

[Empty line for Date Paid]

Check #

[Empty line for Check #]

District / Conference Treasurer

[Empty line for District / Conference Treasurer signature]