

MEMBERS-AT-LARGE EXPENSE REIMBURSEMENT

MAIL: HOLSTON ANNUAL CONFERENCE OF THE UMC
 ATTN: ACCOUNTS PAYABLE
 P.O. Box 850
 Alcoa, TN 37701-0850

FAX: 865-690-3162 **EMAIL:** valariegallant@holston.org

Please attach receipts

Payable To: _____
 Mail To: _____
 Street/box: _____
 City: _____

 District Name

Agency/Event **2018 Annual Conference**
 Meeting Place **Lake Junaluska, NC**

Date: 06/10-6/12

RECEIPTS MUST BE ATTACHED TO THIS VOUCHER AND SIGNED FOR PAYMENT TO BE ISSUED

DEPT / ACCT	DESCRIPTION	AMOUNT
265/033743102	Mileage: _____ miles @ \$.14 per mile	TOTAL 1
	MEMBERS-AT-LARGE ONLY ADDITIONAL MILEAGE WITH YOU TO ATTEND CONFERENCE. List individual names below to add to miles per member:	
	Total Mileage: _____ miles @ \$.02 per mile	TOTAL 2
	PER DIEM RATE OF \$45 PER DAY WITH LODGING RECEIPTS ATTACHED	
	1 Night - 6/10/2018	\$
	2 Nights - 6/11/2018	\$
	3 Nights - 6/12/2018	\$
TOTAL 3		\$

TOTAL AMOUNT REIMBURSED (1) + (2) + (3)

**2018 Book of Reports - Council on Finance and Administration
 Miscellaneous Recommendations D, Page 113**

The standard travel rate for attendance at meetings of conference boards, teams, commissions, and agencies shall be the recommended IRS rate for charitable travel (currently 14 cents per mile) and an additional two cents per person per mile for others traveling in the same vehicle for the same board or agency. The conference will reimburse the members-at-large for a per diem amount of \$45 per day with a maximum of 3 days and mileage for the 2018 Annual Conference.

 Member-at-Large Signature

 Date