Circuit Elder

Travel/Expense Voucher

Arkansas Conference, The United Methodist Church

P.O. Box 3611
Little Rock, AR 72203-3611
Telephone: (501) 324-8020 • Fax: (501) 324-8043
Email: finance @arumc.org

Charge Conference _____

Peer Training Group _____

Clergy Visit _____

PLEASE TYPE OR PRINT ALL INFORMATION

RECEIPTS FOR ALL EXPENSES MUST BE ATTACHED

*use reverse side for further explanation of expenses.

Date _____

Pay to the Order of _____

Address _____

City _____ State _____ Zip _____

Home Phone ( ) _____ Work Phone ( ) _____

DATE:	TRAVEL TO:	TRAVEL FROM:	MILEAGE	Postage, Printing, Telephone	Other:
		Total:			

Signature _____ Signature _____

Requester *Director, Center for Vitality*

For Treasurer's Office Use Only:

Mileage: _____ x $0.545 = $_____

Account	Department	Sub-Department	Amount
	RLC : CFV	Circuit Elder Travel & Training Center for Vitality	
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Signature _____ **Total Paid:** _____

Director, Administrative Services