PLEASE NOTE: MEETING EXPENSES MUST BE SUBMITTED WITHIN 60 DAYS OF THE MEETING DATE IF THEY ARE TO BE REIMBURSED.

SUSQUEHANNA CONFERENCE
THE UNITED METHODIST CHURCH
303 MULBERRY DRIVE
MECHANICSBURG, PA 17050-3179

PAY TO

Address

Street

City

State

Zip Code

Meeting/Activity

Date

CAR POOL ROSTER:

MEETING EXPENSE:

Mileage ________ @ 14¢ $________

From ________ to ________

Tolls and Parking

Meals

Postage

Telephone

Other Expense

TOTAL MEETING EXPENSE $________

Please attach receipts for all expenses other than mileage.

Approved by Chairperson of Board or Agency

----- For Accounting Use Only -----

VENDOR CODE

REFERENCE NUMBER

DATE: ________

ACCT. NO.

DESCRIPTION

AMOUNT

TOTAL

APPROVED BY ________ DATE ________