



Council on Finance and Administration
 Western NC Conference of
 The United Methodist Church

Travel Expense Report

Print Name _____ Address _____

Signature _____

Date	Purpose	Place
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note: Include only items paid personally. Attach receipts for all items in excess of \$10.00.

Auto (_____ miles @ \$.51 per mile) = \$ _____ \$ _____
 Lodging \$ _____
 Meals (including tips) \$ _____
 Telephone and postage \$ _____
 Tips \$ _____
 Miscellaneous \$ _____

(Additional explanation may be made on the back of this statement)

Total \$

<i>Treasurer's Office use only</i>	
Approved for Payment	
By _____	Date _____
Account # _____	Amount _____

Mail to:
 Treasurer's Office
 Western NC Conference Center
 PO Box 18005
 Charlotte NC 28218