



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.

Auto (_____ miles @ \$ _____ per mile) = \$ _____

Lodging \$ _____

Meals (including tips)..... \$ _____

Telephone and postage \$ _____

Tips \$ _____

Miscellaneous \$ _____

(Additional explanation may be made on the back of this statement) Total: \$ _____

Treasurer's Office use only	
Approved for Payment	
By _____	Date _____
Account # _____	Amount _____

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