

**2023 PER DIEM
MAXIMUM \$600/\$200 PER NIGHT**

**Virginia United Methodist Conference
Attn: Accounts Payable
P. O. Box 5606
Glen Allen, VA 23058
Or email with all backup receipts to: acap@vaumc.org**

PAYEE: NAME: _____ STREET: _____ CITY: _____ STATE: _____ ZIP: _____
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DATES:	DESTINATION	PURPOSE
_____	<u>Roanoke, VA</u>	<u>Annual Conference Session</u>

Automobile travel will be reimbursed at the rate of \$.33 per mile. Meals are reimbursed at actual costs, not to exceed \$20 per 24-hour period. Breakfast on the date of departure from home or office and dinner on the date of return are not allowable expenses (unless you return after 7:00 p.m.). A copy of your hotel bill **must** accompany this request and will be maintained for audit purposes by the Treasurer's Office. Spouse expense(s) are not allowable.

NUMBER OF DAYS ATTENDED: _____		
AUTOMOBILE TRAVEL: Miles Traveled: _____	x \$0.33	\$ _____
MEALS: Breakfast () Lunch () Dinner ()		_____
LODGING: _____	(Attach Receipt)	_____
OTHER: (Describe) _____		
ACCOUNT NO. 10-02120 61520	TOTAL	\$ _____

____ Retired Clergy ____ First Time Appointment Other: _____

SIGNATURE OF PERSON
REQUESTING REIMBURSEMENT:

TREASURER'S OFFICE
APPROVED BY:

_____ Date: _____

REIMBURSEMENT REQUESTS WILL NOT BE ACCEPTED AFTER 7/31/2023.

**VIRGINIA UNITED METHODIST CONFERENCE
TREASURER'S OFFICE
P O BOX 5606
GLEN ALLEN, VA 23058**

EFT Request Form

The Virginia Conference is moving towards Electronic Funds Transfer (EFT) for all reimbursements and payments. This allows us to deposit your reimbursement or payment directly to your bank account and will enable us to save up to 50 cents per transaction. If you want notification of your deposit, provide your email address below. Please attach a voided check to this request and write in the routing and account information found at the bottom of your check. This information will be kept confidential. Thank you!

Name: _____

Phone no.: _____

Email address: _____

|: _____ |: _____
(Bank Routing Number) (Bank Account Number)

David Dommissie, Conference Treasurer

**Attach a voided check so we can confirm the bank routing number and account*

