

**2026 ANNUAL CONFERENCE PER DIEM VOUCHER**  
**MAXIMUM \$600/\$200 PER NIGHT**

**Virginia United Methodist Conference**

**Attn: Accounts Payable**

**10330 Staples Mill Rd, Suite 100**

**Glen Allen, VA 23060**

**Or email with all backup receipts to: [acap@vaumc.org](mailto:acap@vaumc.org)**

PAYEE NAME	_____		
STREET	_____		
CITY	STATE	ZIP	_____

DATES	DESTINATION	PURPOSE
_____	Harrisonburg, VA	Annual Conference Session

NUMBER OF DAYS ATTENDED: _____		
AUTOMOBILE TRAVEL: Miles Traveled: _____	x \$0.14	_____
MEALS: Breakfast ( ) Lunch ( ) Dinner ( ) (Attach Receipts)		_____
LODGING: _____ (Attach Receipt)		_____
OTHER: (Describe) _____		
ACCOUNT NO. 61520 10-02120	<b>TOTAL</b>	<b>\$</b> _____
<b>Non delegate spouse expenses are not allowed.</b>		

\_\_\_\_ Retired Clergy    \_\_\_\_ First Time Appointment    Other: \_\_\_\_\_

SIGNATURE OF PERSON  
REQUESTING REIMBURSEMENT:

\_\_\_\_\_ Date: \_\_\_\_\_

**REIMBURSEMENT REQUESTS WILL NOT BE ACCEPTED AFTER 7/31/2026.**

# VIRGINIA UNITED METHODIST CONFERENCE

Attn: TREASURER'S OFFICE  
10330 Staples Mill Road, Suite 100  
Glen Allen, VA 23060  
Email: [acap@vaumc.org](mailto:acap@vaumc.org)

## 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 at no cost to you. If you want notification of your deposit, please provide your email address below. We ask that you attach a voided check or bank letter (no deposits slips) to this request as confirmation of your bank and routing numbers. This information will be kept confidential. **We will use this info for payment going forward, so please be sure to contact us with any changes!** The form can be mailed or emailed using the above addresses.

Name of individual: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Bank Name: \_\_\_\_\_

|: \_\_\_\_\_ |: \_\_\_\_\_  
(Bank Routing Number) (Bank Account Number)

David Domnisse, Conference CFO and Treasurer

*\*Attach a voided check or bank letter so we can confirm the bank routing number and account.*

