

Expense Voucher

Dakota Conference of the United Methodist Church

PO Box 460, Mitchell SD 57301

Finance Phone: 605-990-7704

Email: finance@dakotasumc.org

Voucher due within 60 days of event/meeting

Pay To		Mailing Address (Street, City, State, Zip Code)	
Board/Committee Event Name		Event/Meeting Dates & Location	
Meeting Purpose			

All itemized receipts must be provided to receive reimbursement.
For clergy introductions, IRS mileage rate and actual expenses are reimbursed.

Committee Member & Volunteer Mileage

Rate per mile

Mileage Reimbursement

Finance Office Use

Round Trip Miles _____

x 0.456 =

Employee & Independent Contractor Mileage

Rate per mile

Mileage Reimbursement

Round Trip Miles _____

x 0.76 =

Meals & Lodging (Per diem is \$106.80 per day for meals & hotel)

Special County Rates (Special per diem rates apply during the year for certain counties – see below.)

- Fall River/Custer \$141 (6/1 – 9/30)
- Lawrence \$132 (5/1 – 10/31)
- Pennington not at Storm Mountain Center \$139 (6/1 – 8/31)

Actual Cost	Maximum Reimbursement
Meals _____	# of Nights _____
Lodging _____	x \$106.80 per diem
Total Actual Cost _____	Total Max. Reimbursement _____

Compare Total Actual Cost and Maximum Reimbursement amounts above and enter the smaller amount here.

Other Expenses (Provide descriptions and amounts below.)

_____	_____
_____	_____
_____	_____
_____	_____

Total Expenses

Donation (Please subtract any amount you wish to donate)

(_____)

Total Reimbursement

Signature & Date _____

Approved by & Date _____