



Pacific Northwest Mennonite Conference

An area conference of
Mennonite Church USA

VOLUNTEER TRAVEL REIMBURSEMENT

Travel costs are allowed for necessary expenses related to attending Board and Committee meetings. Reductions should be made for travel which combines personal and Conference business.

Reason for Travel: _____

Charge to Account No: _____ Account Name: _____

DATE _____ PLACE _____
Departing: _____
Arriving: _____ Lodging \$ _____

Check if Round Trip Mileage: _____ miles @ \$0.14 \$ _____
Car Rental \$ _____

PLEASE ATTACH ALL RECEIPTS Airfare \$ _____
Gas \$ _____
Meals \$ _____
Other \$ _____
Other \$ _____
Other \$ _____
Less cash advance \$ _____
Total reimbursement allowed \$ _____

Total reimbursement requested \$ _____

Date submitted _____ Signature _____

Name (Please Print) _____

Address _____

Address _____

E-mail address _____ Phone _____

Submit completed form with receipt for each item to: PNMC Administrative Assistant
22455 Finn Road
Sheridan, OR 97278