

**OREGON IDAHO CONFERENCE  
THE UNITED METHODIST CHURCH**

**DISBURSEMENT VOUCHER**

**PAY TO:** \_\_\_\_\_  
NAME *(please print or type)*

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

**BOARD/AGENCY:** \_\_\_\_\_  
*(Budget category/line item to be charged)*

**MEETING DATES:** \_\_\_\_\_

**HOTEL/MOTEL:** *(attach bills)*.....\$ \_\_\_\_\_

**MEALS:** # \_\_\_\_\_ Dates:.....\$ \_\_\_\_\_

**TRANSPORTATION:**  
Airfare *(attach flight coupon)*.....\$ \_\_\_\_\_

Auto Round Trip \_\_\_\_\_ Miles @ .12¢ per mile .....\$ \_\_\_\_\_

**TELEPHONE TOLL CALLS:**.....\$ \_\_\_\_\_

**SUPPLIES/EQUIPMENT:** *(specify and attach bills or invoice)*.....\$ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER:** *(specify and attach bills or invoice)*.....\$ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

**APPROVED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_  
(CHAIR, MANAGER, DEAN)

**APPROVED:** \_\_\_\_\_

(STAFF EXECUTIVE)

**DATE:** \_\_\_\_\_

**ACCOUNT #:** \_\_\_\_\_

<b>VOUCHER #:</b> _____
<b>TREASURER'S INITIAL:</b> _____