



United Women in Faith

SOUTH EAST DISTRICT OF THE FLORIDA CONFERENCE
UNITED WOMEN IN FAITH

Expense Voucher 2026

Budget Item/Event/Meeting: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print) Phone Email Address

Street Address/P.O. Box City, State, Zip Code

Completed Expense Vouchers must be given or sent to the District Treasurer within 30 days following travel and/or expenditure. Use only one voucher per event. This voucher may cover expenses such as transportation, tolls, lodging, meals, postage, copies, supplies, telephone, and program materials. Please attach receipts for all expenses. Mileage and an estimated amount for a meal on your return home will be accepted.

Mileage: \$0.40 per mile. Please note the name(s) of the officer(s) being transported, the originating and terminating locations, and the number of miles traveled.

Meals: One meal, up to \$10.00; two consecutive meals, up to \$15.00; and three consecutive meals, up to \$25.00. If you plan to arrive late or leave early, please advise the registrar of the event to ensure that the correct number of meals is ordered. If the Conference has paid for your meal, a voucher for that meal will not be accepted.

Lodging: Lodging is reserved double occupancy. Persons requesting a private room will pay the additional charge. If you arrange your own lodging, reimbursement will be only to the amount of the Conference reserved rate.

Table with 3 columns: Date, Description of Expense (attach receipts, except for mileage), Amount. Includes four rows for data entry.

Total Expenses: \_\_\_\_\_

Minus donation to Mission Giving or other (please specify): \_\_\_\_\_

Total Reimbursement Requested: \_\_\_\_\_

Approval Signatures: \_\_\_\_\_

Signature of Submitter: \_\_\_\_\_

H. Leigh Toney, President

Office/Responsibility: \_\_\_\_\_

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

Deborah Woolsey, Secretary

Check # \_\_\_\_\_ Date issued: \_\_\_\_\_ Issued by: \_\_\_\_\_

Jan H. Peel, Treasurer
15265 S.W. 102nd Road
Miami, FL33157; Email address: janhpeel@gmail.com