United Methodist Women
Adminstrative and Development Expense Voucher
El Camino Real District

Mail to:
Carolyn Bircher
1663 Martin Ave
Sunnyvale, CA 94087
cmbircher@gmail.com

Submitted by: (print) _____

Address : _____

Date submitted: _____ Phone number: _____

Make check payable to: (if different from above: _____

Meeting or Event:	Date of Event	Travel Expenses: Mileage $.45 per mile	Hotel	Meals	Office Expenses: Postage	Printing	Supplies	Phone	Explanation	Amount
									Total Requested	0

Signature: _____

Approved by Dist. President: _____

Or Dist. Secretary: _____

Attach receipts for all expenses. Needs president's approval before payment can be made.