

LUTHERAN WOMEN'S MISSIONARY LEAGUE
Pacific Southwest District

**DISBURSEMENT VOUCHER FOR CONVENTION
OR RETREAT (circle one)**

(Please submit original & 2 copies of this form)

Submit no later than 3 weeks after the event for reimbursement

For Treasurer's Use:
Check No. _____
Date of Check _____
Voucher No. _____

Please print:

PAY TO _____ \$ _____
Total Amount

ADDRESS _____

CITY, STATE, ZIP _____

Phone #: _____ Committee: _____ Your Email address: _____

Indicate Budget Category & attach original receipts & proof of mileage traveled:

- | | |
|--|--|
| \$ _____ Travel: _____ miles @ 50 cents/mile | \$ _____ Lodging (who *) |
| Meeting attended & date: _____ | \$ _____ Manual |
| Committee : _____ | \$ _____ Mission Walk (incl. T-shirts) |
| \$ _____ Transportation – guests (who*) | \$ _____ Packets |
| \$ _____ Altar/Worship | \$ _____ Pins and Charms |
| \$ _____ Copies (non-Manual) | \$ _____ Postage/Shipping |
| \$ _____ Childcare | \$ _____ Pre-Convention Sessions |
| \$ _____ Decorations | \$ _____ Registration/Badge expenses |
| \$ _____ Exhibits | \$ _____ Silent Auction |
| \$ _____ Heart to Heart Sisters | \$ _____ Supplies/Paper products |
| \$ _____ Honorariums | \$ _____ Young Women Reps |
| \$ _____ Hospitality | \$ _____ Miscellaneous* _____ |
| \$ _____ Hotel (venue) | \$ _____ Miscellaneous* _____ |
| \$ _____ Hotel Meals | \$ _____ Other* _____ |

*Explanatory Notes:

Check here if you would prefer a donation receipt for tax purposes in lieu of reimbursement,
please submit voucher plus 3 copies.

Submitter's Signature _____ Date _____

APPROVED FOR PAYMENT _____ Date _____
Conv Co-Chairman

APPROVED FOR PAYMENT _____ Date _____
Nancy Heredia, Dist. Pres. 2024-2028