

LUTHERAN WOMEN'S MISSIONARY LEAGUE
Pacific Southwest District

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

(Please submit original & 2 copies of this form)

Please print:

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

PAY TO _____ (Name) \$ _____ Total Amount

ADDRESS _____

CITY, STATE, ZIP _____

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

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

- | | |
|--|---|
| <p>\$ _____ Travel: _____ miles @ 50 cents/mile</p> <p>Meeting attended & date: _____</p> <p style="padding-left: 40px;">Committee : _____</p> <p>\$ _____ Transportation – guests (who*)</p> <p>\$ _____ Altar/Worship</p> <p>\$ _____ Copies (non-Manual)</p> <p>\$ _____ Decorations</p> <p>\$ _____ Exhibits</p> <p>\$ _____ Heart to Heart Sisters (who*)</p> <p>\$ _____ Honorariums (who*)</p> <p>\$ _____ Hospitality</p> <p>\$ _____ Hotel (venue)</p> <p>\$ _____ Hotel Meals</p> <p>\$ _____ Lodging (who*)</p> | <p>\$ _____ Manual (handout)</p> <p>\$ _____ Mission Walk (incl. T-shirts)</p> <p>\$ _____ Packets/Badges</p> <p>\$ _____ Pins and Charms</p> <p>\$ _____ Postage/Shipping</p> <p>\$ _____ Pre-Convention Sessions</p> <p>\$ _____ Registration expenses</p> <p>\$ _____ Silent Auction</p> <p>\$ _____ Supplies/Paper products</p> <p>\$ _____ Young Women Reps (who*)</p> <p>\$ _____ Miscellaneous* _____</p> <p>\$ _____ Miscellaneous* _____</p> <p>\$ _____ Other* _____</p> <p>\$ _____ Other* _____</p> |
|--|---|

*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 _____
Event Chairman

APPROVED FOR PAYMENT _____ Date _____
Nila Rodriguez, District President 2020-2024