



Mountain Sky Conference
d/b/a Yellowstone Conference of The United Methodist Church
Check Request

Make Check Payable To

Name _____

Address _____

City, State, Zip _____

Mail Check to Address Above

Return Check To: _____

Submitted By _____ Date _____

Approved By _____ Date _____

(Signature or Approval via email)

Check Amount
\$ -

Expenses to be Reimbursed

****Requests for reimbursement must be made no later than 60 days after expense is paid or incurred**

<u>Fund to Charge</u>	<u>Description</u>	<u>Office Use GL/Loc/Ext Att</u>	<u>Amount</u>
Total			\$ -

Mileage Reimbursement (for Travel-Conference Meetings Journal Standing Rule 3.1.2)

****Requests for reimbursement must be submitted within 30 days after conclusion of travel. Please include a google map or log for your mileage listing To and From destinations.**

<u>Fund to Charge</u>	<u>Date of Travel</u>	<u>Purpose of Travel</u>	<u>Office Use GL/Loc/Ext Att</u>	<u>Mileage</u>
Total Mileage				0
Rate - \$.27 per mile; add \$.10 per mile for each addtl participant riding to the meeting				\$ -
Mileage Reimbursement				\$ -

* Please include all receipts with this form to ensure timely processing of your request
Meal expenses must include the detailed receipt showing what was purchased

*
 Emailed copies of receipts are acceptable if this form is submitted electronically and receipts are legible

Please return your completed form to the Conference office via mail or email

Mail: Mountain Sky Conference of The United Methodist Church
 6110 Greenwood Plaza Blvd
 Greenwood Village, CO 80111

Email: shultquist@mtnskyumc.org

Questions? Please call Sarah at (303) 389-9488