

Southeastern Jurisdiction of the UMC Travel Reimbursement
2022 PER DIEM - MAXIMUM \$165 PER NIGHT, PLUS MILEAGE

mail to: SEJ Treasurer, David Dommissie, PO Box 5606 Glen Allen VA 23058

OR email to: SEJAccountsPayable@vaumc.org

Receipts needed only for airline tickets

Payee Name _____

Address _____

City, State Zip _____

Purpose: _____ 2022 SEJ Jurisdictional Conference, Lake Junaluska, NC

Dates Traveled: _____ Number of Days attended: _____

Member of Episcopacy Committee

Delegate

Automobile travel will be reimbursed at the rate of \$.30 per mile. Airline tickets are reimbursed up to the maximum mileage reimbursement from home to Lake Junaluska and return. Receipts needed only for airline tickets. Local travel will not be reimbursed.

Cost of Travel

Automobile Travel: Miles Traveled: _____ x \$.30 \$ _____

OR

Airline ticket cost: \$ _____

Per Diem for Lodging and Meals

Number of Days attended: _____ x \$165.00 \$ _____

3 day maximum for delegates

Episcopal Committee Members additional 2 days allowed

Total Reimbursement: \$ _____

Signature of person requesting reimbursement

Date