

**California-Pacific Annual Conference of The United Methodist Church
2019 ANNUAL CONFERENCE HAWAII AIRFARE REIMBURSEMENT**

MAKE CHECK PAYABLE TO

ADDRESS

CITY, STATE ZIP

CHURCH NAME

Annual Conference Session

Event Name
University of Redlands

Meeting Place
June 12, 2019 – June 15, 2019

Event Date

Name of voting member(s): _____

AIRFARE (Attach "ORIGINAL" Receipt)  \$ _____
NO UPGRADES WILL BE REIMBURSED

***** For Office Use Only *****	
ACCOUNT NUMBER:	005-560-51510
AUTHORIZED STAFF SIGNATURE	
<input type="checkbox"/>	Return check to signatory
<input type="checkbox"/>	Mail check from Accounting

YOUR SIGNATURE

Your email address:

Rev. 2/2019

ANNUALCONFERENCEAIRFAREREIMBURSEMENTINSTRUCTIONS

1. Complete the above form. PRINT. Put the airfare reimbursement amount on the "\$" Line. Airfare reimbursement maximum is \$700.00 which was the cost of the group fare (including tax) The reimbursement is for base fares only, no insurance or upgrades (add'l leg room, etc.) will be included in the reimbursement.
2. After completing the form and signing it, make a COPY (for your records) then mail the original receipt/invoice.
3. Mail the completed form and the ORIGINAL receipt/invoice (no copy or FAX will be accepted) to:

**California-Pacific Annual Conference
Attention: Annual Conference Travel
P.O. Box 6006
Pasadena, CA 91102-6006**