

**OREGON-IDAHO CONFERENCE THE UNITED METHODIST CHURCH**  
**DISBURSEMENT/REIMBURSEMENT VOUCHER**

Requestor's Name and Contact # or E-mail Address \_\_\_\_\_

\_\_\_\_\_ Date

\*\*\*\*Attach detailed, original invoices, receipts, meeting minutes and/or other documentation as required by conference disbursement policy. Itemized list of receipts required. (Attach separate list if needed.)  
**Must be signed by authorized individual. Incomplete requests will be returned.**

**Please pay:**

**Amount: \$** \_\_\_\_\_

Name \_\_\_\_\_

**Tax ID# :** \_\_\_\_\_

Address \_\_\_\_\_

(required for all honoraria or other services provided by individuals or non-incorporated businesses)

City, State, Zip \_\_\_\_\_

**Purpose:** \_\_\_\_\_  
 (For meeting or event expenses include name of event, date and location.)

**Budget Area:** \_\_\_\_\_  
 Board, Agency or Fund

**Notes & Special Instructions:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Mileage:** **from:** \_\_\_\_\_ **to:** \_\_\_\_\_ **Round Trip?** \_\_\_\_\_  
 (For multiple trips attach mileage log) Yes/No

**Total miles** \_\_\_\_\_ **@** \_\_\_\_\_ **per mile \$** \_\_\_\_\_  
 Conference reimburses meeting/volunteer mileage at .14/mile

**Commercial Travel/Meals/Lodging:** \_\_\_\_\_ \$ \_\_\_\_\_

**Other:** \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 (Attach itemized list of receipts.) **Total:** \$ \_\_\_\_\_

**Account Number(s)**

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
**Total:** \$ \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Position** \_\_\_\_\_ **Date** \_\_\_\_\_  
 Signature of person authorized to disburse these funds

**FOR OFFICE USE ONLY**

**Reviewed by:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_ Conference Treasurer \_\_\_\_\_ Date \_\_\_\_\_ Voucher # \_\_\_\_\_

# Oregon – Idaho Conference Disbursement Policy

Checks are generally written once each week, on Thursday (changes to the schedule due to holidays, or other circumstances will be communicated as early as possible.)

Check requests must be received - complete, approved and with all documentation included - by noon on the business day prior to check writing. **Incomplete requests will be returned.**

All requests must include detailed, original documentation – including an itemized listing of receipts, account number information, and proper authorization. If expense is approved by committee, copy of minutes should be attached.

Standardized conference forms are available from the finance office or on the website. At the discretion of the Conference Treasurer, alternate forms may be accepted if they provide the same information in substantially the same format as the conference form.

All requests for disbursements which will result in exceeding the Spending Plan limit must be approved in advance by CFA.

- **Payments made directly to Vendors** - complete requests include:

## 1. Disbursement voucher showing

- Date of request, Payee and amount to pay
- Business purpose of expenditure
- Tax ID # of payee if payment is for honoraria or other labor or service
- Name of Budget area or fund affected & specific account number(s) to be charged
- Signature of requestor and of person authorizing expense (or position of requester if authorized)

## 2. Original invoice

- If paying by statement, invoices must also be attached.
- If no invoice is available for this vendor, a detailed explanation should be attached.

(See note below regarding direct payments for credit cards)

- **Recurring Payments** -

Requests to process payments on a regularly recurring basis must be arranged in advance and will be accepted at the discretion of the Director of Stewardship and Finance.

Requests must include a statement authorizing the payment including:

- Items 1. and 2. as above
- The frequency of payments
- The maximum amount to be paid without additional authorization
- The ending date of payments. (Note: Open ended authorizations are valid through December 31 and must be renewed at the beginning of each year.)

- **Reimbursement of Expenses** - complete requests include:

## 1. Reimbursement Voucher showing

- Date of request, Payee, amount to pay
- Business purpose of expense (For meetings or events – Organization or event name, Date and Place)
- Detailed description of expenses
- For mileage expense – beginning and ending location & miles
- Name of budget area or fund affected & Specific account number(s) to be charged
- Signature of requestor and of person authorizing expense (or position of requester if authorized)

## 2. Original, detailed receipts showing

- Itemized purchases
- Date, Amount, Vendor information
- For meals – number of people served, itemization showing no alcohol is included
- Business purpose of expense and names of guests, if any.

**Receipts are required for all expenses. Credit card signature slips, credit card statements, reservations, estimates, etc. are not considered adequate documentation.** Expenses without a receipt will be accepted only at the discretion of the Conference Treasurer. Include a statement noting all of the details listed above, including the name of the business where the expense was incurred and the reason no receipt is available.

Alcohol is not a reimbursable expense. Reimbursement of tips for meals is limited to 20% of applicable portion of bill

- **Conference Staff Travel Reimbursement**

Staff Business and Professional expenses will be reimbursed in accordance with the conference **Accountable Reimbursement Policy** in compliance with IRS regulations.

Expenses and mileage detail should be recorded on the Staff travel expense form on a daily basis and submitted to the Finance office with adequate documentation (see above) monthly for reimbursement.

- **Credit Cards:**

Reimbursement of expenses should be made directly to the person incurring the expense whether the expense was paid for with cash or credit. It is not the policy of the conference to make direct payments to credit card issuers, or to issue corporate credit cards.

Any request for an exception to this policy must be made in advance to the Conference Treasurer and the requester must agree to the following additional processing requirements.

The card must be designated for business expenses only. If there are any personal expenses (for example – spouse travel expenses) reflected on the statement, a personal check in the amount of the personal expenses, made out to the credit card issuer, must be included with the check request. The request must be submitted to the finance office in a complete form, with adequate documentation for all charges, payment for any personal expenses and in a timely manner accounting for the conference payment schedule and adequate time for mail delivery, otherwise, all late payment fees and interest will be considered a personal expense.