Per Conference Financial Policies, per diem may be claimed by retired clergy, not serving a church, or district equalization members.

2015 INDIANA CONFERENCE
PER DIEM CLAIM FORM

(Do not submit this form if you have already sent in a "hardship" claim form. Please mark only the lodging and number of meals paid for.)

_____ RETIRED CLERGY NOT SERVING A CHURCH

_____ EQUALIZING MEMBER

_____ days of lodging @ $45 ($90 maximum) $ _____

_____ days of child care @ $4 per hour/10 hr max. $ _____

Meals

$3.50 per breakfast, $4.50 per lunch, $6.50 per dinner

Thursday ($11.00 max) $_____

Friday ($14.50 max) $_____

Saturday ($8.00 max) $_____

TOTAL MEALS $_____

TOTAL AMOUNT REQUESTED $ _____

PLEASE PRINT

NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

SIGNED _____

NOTE: The total amount shall not exceed $123.50 ($90 for lodging and $33.50 for meals). Child care reimbursement of up to $40 per day per family (3 days = $120 maximum) for child care expenses incurred by attendance at Annual Conference will be paid by completing the appropriate line of this form.

Please return this form no sooner than: THE LAST DAY OF ANNUAL CONFERENCE at the Help Desk in the Convention Center or by mail after Annual Conference.

Per Diem Claim
Indiana Conference United Methodist Church
301 Pennsylvania Parkway, Suite 300
Indianapolis IN 46280

THIS REQUEST WILL NOT BE HONORED AFTER JULY 24th. IF YOUR REQUEST IS RECEIVED BY THE BUSINESS OFFICE BY THE CLOSE OF CONFERENCE ON MAY 30th, YOUR CHECK WILL BE PROCESSED BY THE LAST WEEK OF JULY.