

Per Conference Financial Policies, per diem may be claimed by retired clergy, not serving a church, or equalization members. Each local church is encouraged to support their elected lay member and appointed clergy.

**2017 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

Thursday ___ \$3.50 breakfast ___ \$4.50 lunch ___ \$6.50 dinner

Friday ___ \$3.50 breakfast ___ \$4.50 lunch ___ \$6.50 dinner

Saturday ___ \$3.50 breakfast ___ \$4.50 lunch

TOTAL MEALS \$ _____

TOTAL AMOUNT REQUESTED \$ _____

PLEASE PRINT

NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

SIGNED _____

NOTE: The total amount shall not exceed \$127 for lodging and meals - \$90 for lodging and \$37 for meals. Additionally, 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 AUGUST 10th.