

INDIANA CONFERENCE PER DIEM CLAIM FORM

Date _____ Name of event: **Annual Conference**

According to the Indiana Conference's Financial Policies, per diem may be claimed by retired clergy, not serving a church, or district equalization members.

Each local church is encouraged to support their elected lay member and appointed clergy.

(Please mark only the lodging and number of meals paid for.)

_____ RETIRED CLERGY, NOT SERVING A CHURCH

_____ EQUALIZING MEMBER District _____

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

_____ days of **childcare** @ \$4 per hour/10 hr max. \$ _____

Meals

Thursday ___ \$4.00 breakfast ___ \$5.00 lunch ___ \$7.00 dinner

Friday ___ \$4.00 breakfast ___ \$5.00 lunch ___ \$7.00 dinner

Saturday ___ \$4.00 breakfast ___ \$5.00 lunch

TOTAL MEALS \$ _____

TOTAL AMOUNT REQUESTED \$ _____

PLEASE PRINT

NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

EMAIL _____

SIGNED _____

NOTE: The total amount shall not exceed \$86 for lodging and meals - \$45 for lodging and \$41 for meals. Additionally, childcare reimbursement of up to \$40 per family (\$4 per hour/10 hr maximum). expenses incurred by attendance at Annual Conference will be paid by completing the appropriate line of this form.

Please return this form at the Registration Area before you leave or by mail no later than August 31 of the current year.

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

PER DIEM CHECKS WILL NOT BE PROCESSED BEFORE THE END OF JULY.