

# Arkansas Annual Conference Of The United Methodist Church

## Retired Minister & Surviving Spouse Expense Form

Pastors who have retired from the North Arkansas, Little Rock or Arkansas Conference along with conference clergy on incapacity leave, may request a per diem amount of up to \$80 per day of in-person attendance at Annual Conference. Surviving spouses of deceased conference pastors are also eligible for this per diem amount. The purpose of this per diem is to offer partial assistance toward the cost of travel, housing and food so that you might attend Annual Conference.

Print Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I attended the following days of the Arkansas Annual Conference:

Wednesday

Thursday

Friday

and respectfully request that I receive the per diem of \$80 per day from the Conference Expense Fund.

Maximum per household allowed is \$240 (for 3 full days of attendance, 11 am Wednesday through 6pm Friday)

**\*\*\*LATE REGISTRATIONS ARE SUBJECT TO A \$50 REDUCTION IN PER DIEM FUNDS.**

\*\*I would like to receive funds electronically. Please send my per diem electronically with the banking information below or I will call Melissa Sanders @ (501) 324-8022 or Megan Rugg @ (501) 324-8023 with my information.\*\*

Bank Routing Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

Email address for payment notification: \_\_\_\_\_

PLEASE RETURN TO: Todd Burris, Treasurer, during conference, or mail to:

**Treasurer • P.O. Box 3611 • Little Rock, AR 72203**

If paid by check will be mailed to you in one week or less **after** conference.

This Box For Office Use Only:

Registration Verified: \_\_\_\_\_

Approved by Conference Treasurer: \_\_\_\_\_