

Diocese of Maine
143 State St. Portland, Maine 04101
Tel: 207-772-1953 or 1-800-244-6062 (in Maine) Fax: 207-773-0095

Request for Reimbursement or Payment Voucher

Date		Charge to Account #	Amount
	1		
	2		
	3		
	4		

Account number must be completed or request form will be returned.

TOTAL

Payable to: _____

Mail to: _____

Explanation: (date of meeting, reason for expense, mileage detail, etc.)

1. _____

2. _____

3. _____

4. _____

*******PLEASE ATTACH ALL RECEIPTS OR OTHER SUBSTANTIATION*******

APPROVED BY: _____

Committee/Commission Chair or Staff Liaison