

Committee Meeting Travel Expense Report Form

NOTE: Please submit this form to the Conference Treasurer as soon as possible after your meeting. Reimbursement checks are generally prepared only twice a month. Please list all committees attended during each trip. Thank you for your willingness to participate in the governance of your church.

Name of Committee	Committee Date	Round-trip Mileage	Per Diem	Lodging	<u>OFFICE USE ONLY</u>		
					Mileage Amt	Total	Account

I request reimbursement as listed above.

Signature

Date

Rates for 2012

Mileage is reimbursed at 42 cents per mile.

Per Diem is paid at \$ 20.50 per half day and \$ 41.00 per full day.

Lodging (if necessary) will be reimbursed at 100%. Please attach the bill.

2/28/12