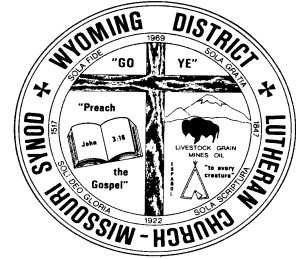


WYOMING DISTRICT - TRAVEL / EXPENSE REPORT



Name

Address

City/State

Report Date

\$ -

Total Amount Due

Purpose of Trip/Expense:

Date								Totals
Transportation								
Business Miles Traveled								0
Mileage Allowance @ \$ 0.725								
Airfare (if not already paid)								\$ -
Auto Rental (only pre-arranged)								\$ -
Parking, Tolls, Baggage Tips								\$ -
Taxi								\$ -
Business Meals								
Breakfast (\$15/day)								\$ -
Lunch (\$15/day)								\$ -
Dinner (\$30/day)								\$ -
Business meals for others								\$ -
Lodging								
Lodging								\$ -
Other								\$ -
Other								\$ -
Miscellaneous (Explain below)								\$ -
Daily Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Explain-Other/Misc:					Total Expenses			\$ -
					Less:			
					Balance Due :			\$ -
								\$ -

Traveler's Signature

Date

Please reference the Wyoming District Travel Procedures and Guidelines as found in the District Handbook or at WYLCMS.ORG

*** This form can be downloaded on our website at WYLCMS.ORG

PLEASE REMIT TO:
Lutheran Ministries Center
ATTN: Jeffrey Snyder
2400 Hickory Street
Casper, WY 82604

*** Attach receipts/copies & other documentation ***