

WYOMING DISTRICT - TRAVEL / EXPENSE REPORT



Name _____

Address _____

City/State _____

Report Date _____

\$ -
Total Amount Due

Purpose of Trip/Expense:

<i>Date</i>									<i>Totals</i>	
Transportation										
Business Miles Traveled									0	
Mileage Allowance @ \$ 0.560	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
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 ***