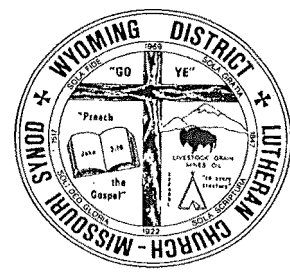


WYOMING DISTRICT - TRAVEL / EXPENSE REPORT



Name _____

Address _____

City/State _____

Report Date _____

\$ -
Total Amount Due

Purpose of Trip/Expense:

Date								Totals	
Transportation									
Business Miles Traveled								0	
Mileage Allowance @ 0.58/mi.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Airfare (If not already paid)								\$ -	
Auto Rental (Pre-paid only)								\$ -	
Parking, Tolls, Baggage tips								\$ -	
Taxi								\$ -	
Business Meals									
Breakfast (\$15/day)								\$ -	
Lunch (\$15/day)								\$ -	
Dinner (\$30/day)								\$ -	
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

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

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

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