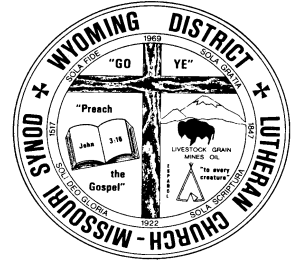


# WYOMING DISTRICT - TRAVEL / EXPENSE REPORT



Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_

Report Date \_\_\_\_\_

\$ -
Total Amount Due

## Purpose of Trip/Expense:

Date								Totals							
<b>Transportation</b>															
Business Miles Traveled								0							
Mileage Allowance @ 0.62.5															
Airfare (if not already paid)							\$	-							
Auto Rental (only pre-arranged)							\$	-							
Parking, Tolls, Baggage Tips							\$	-							
Taxi							\$	-							
<b>Business Meals</b>															
Breakfast (\$15/day)							\$	-							
Lunch (\$15/day)							\$	-							
Dinner (\$30/day)							\$	-							
Business meals for others							\$	-							
<b>Lodging</b>															
Lodging							\$	-							
Other							\$	-							
Other							\$	-							
Miscellaneous (Explain below)							\$	-							
<b>Daily Totals</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
<b>Explain-Other/Misc:</b>								<b>Total Expenses</b>	\$ -						
								<b>Less:</b>							
								<b>Balance Due :</b>							

Traveler's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please reference the Wyoming District Travel Procedures and Guidelines as found in the District Handbook or at [WYLCMS.ORG](http://WYLCMS.ORG)

\*\*\* This form can be downloaded on our website at [WYLCMS.ORG](http://WYLCMS.ORG)

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

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