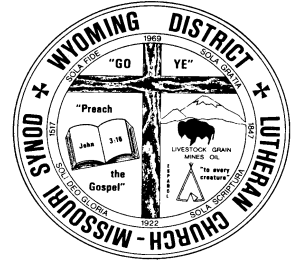


WYOMING DISTRICT - TRAVEL / EXPENSE REPORT



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 @ 0.65.5															
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 ***