

Name _____

TRAVEL AND EXPENSE REPORT

CENTRAL CALIFORNIA CONFERENCE

Address _____

Phone _____

New Address or Phone

Month _____ Year _____

EXPLANATIONS & INSTRUCTIONS	Budgeted ... Mileage and Per Diem used within assignment area. Optional column used by employee for tax purposes. Special Mileage and Per Diem incurred as approved outside assignment area.	Travel Transportation other than by personal vehicle, Receipts required. Lodging Actual lodging expense. Motel charge slip required. Misc Explanation required. Receipts required.
* CODE 1 - 6 1 - Pastoral/Office Duties 2 - Day Off 3 - Vacation 4 - Sick 5 - Conference Mtg. 6 - Other (specify)		

DATE	CODE	DAILY ACTIVITIES & LOCATION (Complete this column ONLY for Reimbursable and Budgeted Expenses) <i>* Please fill in code for each day</i>	REIMBURSABLE EXPENSES						BUDGETED EXPENSES		
			Special		Travel	Lodging	Training	Misc	Explanation	Miles	Per Diem
			Miles	Per Diem							
1											
2											
3											
4											
5											
6											
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31											
<i>PLEASE TOTAL ALL COLUMNS</i>											

Office Use Only

Special Travel (Non-taxable) (11356) _____	Cont Educ/Special Training (11602) _____	Moving Travel (11501) _____
Dept _____ Job _____ (11356) _____	Misc Reimbursement (11411) _____	Moving Per Diem (10502) _____
Taxable Per Diem (10201) _____	Camp Meeting Travel (11220) _____	Moving Allowance (10510) _____
Taxable Spouse Travel (10312) _____	Camp Meeting Per Diem (11221) _____	_____ () _____