

Committee Meeting Travel Expense Report Form

NOTE: Please submit this form to the Conference Treasurer as soon as possible after your meeting. Reimbursement checks are generally prepared only twice a month. Please list all committees attended during each trip. Thank you for your willingness to participate in the governance of your church.

Name of Committee	Committee Date	Round-trip Mileage	Per Diem	Lodging	OFFICE USE ONLY		Account
					Mileage Amt	Total	

I request reimbursement as listed above.

Signature Date

Mailing Address

Printed Name

City State Zip

Rates starting April 1, 2022

Mileage is reimbursed at 44 cents per mile. Per Diem is paid at \$41.00 per half day, \$54.00 per full day, \$19.00 if fully entertained. Lodging (if necessary) will be reimbursed at 100%. Please attach the bill. 4/1/22