

Southeastern California Conference of Seventh-day Adventists Travel and Expense Report

Name _____
 Address _____
 Telephone _____

Report Period: _____
(Month / Year)

New address or phone? _____ Employee # _____ Pay Group # _____

EXPLANATIONS & INSTRUCTIONS	Budgeted Mileage and Per Diem <i>within</i> assignment area. Special Mileage and Per Diem incurred <i>as approved outside</i> assignment area. Travel *Transportation other than by personal vehicle. Lodging *Actual lodging expense. Motel charge slip required. Phone *For Conference approved calls. Phone bill required. *Receipts required. Attach to first sheet.	Mileage Report For Month 1st Vehicle 2nd Vehicle Odometer Reading - End of Month _____ Odometer Reading- 1st of Month _____ Total Mileage Used _____ Less Personal Mileage _____ Mileage Used in Conference Work _____
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SUBMIT BOTH COPIES ON THE FIRST OF EACH MONTH.

BUDGETED		DESCRIPTION ACTIVITY, LOCATION, OR DESTINATION	DATE	SPECIAL		TRAVEL AIRFARE, ETC.	CAR RENTAL PARKING & TOLLS	LODGING	PHONE	OTHER
MILEAGE	PER DIEM			MILEAGE	PER DIEM					
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			3							
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			31							
		Please Total All Columns								

Below For Office Use Only

Taxable Moving Expenses 37 House Hunting Trips _____ 38 Meals _____ 39 Temporary Living Expense _____ TOTAL TAXABLE MOVING EXPENSES _____	GL Account # _____ 2 Special Travel _____ _____ 3 Telephone _____ _____ 20 Moving Expense _____ _____ 22 Moving Allowance _____ _____ 49 Cell Phone _____ _____ _____ TOTAL REIMBURSED _____
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