TRUSTEES FOR PROVINCE V -- MIDWEST

THE EPISCOPAL CHURCH IN THE UNITED STATES OF AMERICA

TRAVEL & EXPENSE REPORT

RECEIPTS (ORIGINALS) MUST ACCOMPANY ALL EXPENDITURES

*****EXPENSES MUST BE LESS THAN (2) TWO MONTHS OLD*****

PLEASE TYPE OR PRINT CLEARLY

NAME		**VENDOR#**	
STREET			
CITY/STATE/ZIP			
PURPOSE OF TRIP			
SIGNATURE & DATE	[This needs to be the signature and date by the person submitting the form.]		

DATE(s)								
CITY(s)								**TOTAL**
BREAKFAST (inc. tip)								$ -
LUNCH (inc. tip)								$ -
DINNER (inc Tip)								$ -
(Total of daily Meals may not exceed $55.00 and may not include alcohol)								$ -
								$ -
LODGING								$ -
								$ -
AIRFARE/TRAINFARE								$ -
LOCAL TRANSPORTATION								$ -
miles @ $.445 (eff. 1-1-06)								$ -
								$ -
TOLLS								$ -
PARKING								
								$ -
TIPS (bellhops, taxis, maids)								$ -
OTHER (Describe)								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
TOTAL EXPENSES								$ -
LESS ADVANCE [If one is received]								
NET REIMBURSEMENT DUE (DUE Trustees for Province V - Midwest)								$ -

Program Unit Chair Authorization _____ _____

REVIEWED BY _____ _____

Check # _____ **Date:** _____

_____ _____ _____