

# Arizona Conference of Seventh-day Adventists Travel and Expense Report

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone \_\_\_\_\_

Report Period: \_\_\_\_\_  
Month / Year

New address or phone? Employee # \_\_\_\_\_ Pay Group # \_\_\_\_\_

<b>EXPLANATION &amp; INSTRUCTIONS</b>	Budgeted . . . . Mileage and Per Diem used <i>within</i> assignment area.	<b>Mileage Report For Month</b>	
	Special . . . . Mileage and Per Diem incurred as approved outside assignment area	1st Vehicle	2nd Vehicle
	Travel . . . . . *Transportation other than by personal vehicle.	Odometer Reading - End of Month _____	
	Lodging . . . . . *Actual lodging expenses. Motel charge slip required.	Odometer Reading - 1st of Month _____	
	Phone . . . . . *For Conference approved calls. Phone bill required.	<b>Total Mileage Used</b> _____	
<i>*Receipts required. Attach to first sheet.</i>		Less Personal Mileage _____	
		<b>Mileage Used in Conference Work</b> _____	

BUDGETED		DESCRIPTION <small>Activity, Location, or Destination</small>		SPECIAL		TRAVEL <small>Airfare, etc.</small>	CAR RENTAL <small>Parking &amp; Tolls</small>	LODGING	PHONE	OTHER
Mileage	Per Diem			Mileage	Per Diem					
			1							
			2							
			3							
			4							
			5							
			6							
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			28							
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			30							
			31							
Please Total All Columns										

Office Use Only					
Budget Miles .....					
Budget Per Diem ...	@				
Special Miles .....	@		@		
Spec Per Diem .....	@		@		
Travel .....					
Rental .....					
Lodging .....					
201 Travel Budget Used: .....					
4 Special Travel .....					
					4 Special Travel .....
					19 Telephone .....
					9 Moving Expense .....
					8 Moving Allowance .....
					.....
					.....
					<b>TOTAL REIMBURSED</b> .....
					201 Travel Budget Used ...