

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.	<p style="text-align: center;">Mileage Report For Month</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="width: 20%; text-align: center;">1st Vehicle</td> <td style="width: 20%; text-align: center;">2nd Vehicle</td> </tr> <tr> <td>Odometer Reading - End of Month</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Odometer Reading - 1st of Month</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Total Mileage Used</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Less Personal Mileage</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Mileage Used in Conference Work</td> <td>_____</td> <td>_____</td> </tr> </table>		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	_____	_____
	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	_____	_____																		

SUBMIT BOTH COPIES ON THE FIRST OF EACH MONTH.

BUDGETED		DESCRIPTION <small>ACTIVITY, LOCATION, OR DESTINATION</small>	DATE	SPECIAL		TRAVEL <small>AIRFARE, ETC.</small>	CAR RENTAL <small>PARKING & TOLLS</small>	LODGING	PHONE	OTHER
MILEAGE	PER DIEM			MILEAGE	PER DIEM					
			1							
			2							
			3							
			4							
			5							
			6							
			7							
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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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