Presbytery of the Pacific
PRESBYTERIAN CHURCH (USA)
TRAVEL EXPENSE REPORT

Submit or MAIL TO:
Presbytery of the Pacific, Attn: Doug Rozendal, 6323 W. 80th Street, Los Angeles CA 90045

Pay To: _____
Address _____
_____
Email: _____
Phone: _____

_____
Traveler's Signature Date

_____
Approver's Signature Date

Purpose of Trip _____

Meeting Location _____
Dates of Trip _____

➔ **Please include receipts**

	LOCATION									
	Date									Totals
	Breakfast									$0.00
	Lunch									$0.00
	Dinner									$0.00
	Hospitality **									$0.00
1	TOTAL MEALS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
2	Lodging									$0.00
3	Airfare									$0.00
4	Taxi/Shuttle/Bus									$0.00
4	Parking & Tolls									$0.00
4	Mileage (40.5¢ / mile)									$0.00
5	Car Rental									$0.00
6	** Miscellaneous									$0.00
6	** Miscellaneous									$0.00
	TOTALS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

** List names & purpose for all expenses for more than one person; also explain purpose for all miscellaneous disbursements.

Date	Amount	

	Category	Account			Amount	Meeting or Special Event Number Circle One SE=Special Event MT=Meeting		Transaction description
		Acct. Unit	Acct. No.	Sub Acct.				
1	Meals		821010		$0.00	SE / MT		
2	Lodging		821020		$0.00	SE / MT		
3	Airfare		821030		$0.00	SE / MT		
4	Transportation		821040		$0.00	SE / MT		
5	Car Rental		821050		$0.00	SE / MT		
6	Miscellaneous				$0.00	SE / MT		

Total Expenses $0.00

Less: Funds (given as Donation to the Church) _____

Less: Cash Advanced by the Church _____

Refund Due Me / (Refund Due the Church) _____

Reset Form **Print Form** **Submit Form**