

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

**PLEASE MAIL TO:**  
*Presbytery of the Pacific, Attn: Doug Rozendal, 6323 W. 80<sup>th</sup> 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	Breakfast	Lunch	Dinner	Hospitality **								Totals
1 TOTAL MEALS													
2 Lodging													
3 Airfare													
4 Taxi/Shuttle/Bus													
4 Parking & Tolls													
4 Mileage (40.5¢ / mile)													
5 Car Rental													
6 ** Miscellaneous													
6 ** Miscellaneous													
<b>TOTALS</b>													

\*\* 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		Transaction description
		Acct. Unit	Acct. No.	Sub Acct.		Circle One		
						SE=Special Event	MT=Meeting	
1	Meals		821010			SE / MT		
2	Lodging		821020			SE / MT		
3	Airfare		821030			SE / MT		
4	Transportation		821040			SE / MT		
5	Car Rental		821050			SE / MT		
6	Miscellaneous					SE / MT		

Total Expenses \_\_\_\_\_ Less: Cash Advanced by the Church \_\_\_\_\_  
 Less: Funds (given as Donation to the Church) \_\_\_\_\_ Refund Due Me / \_\_\_\_\_  
 (Refund Due the Church)