

# CAROLINA CONFERENCE OF S.D.A. TRAVEL AND EXPENSE REPORT

NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_

Report Period \_\_\_\_\_ Date \_\_\_\_\_

New address or phone?

**EXPLANATIONS & INSTRUCTIONS**

Budgeted - Mileage and Per Diem used *within* assignment area.  
 Special - Mileage and Per Diem incurred *as approved* outside assignment area.  
 Lodging - Actual lodging expense. Motel charge slip required.

**SUBMIT TOP TWO COPIES ON THE FIRST OF EACH MONTH.**

**Odometer Reading:**

**Mileage Report for Month**

	1st. Vehicle	2nd. Vehicle
End of Month	_____	_____
First of Month	_____	_____
Total Miles Used	_____	_____
Less Personal Miles	_____	_____
Business Miles	_____	_____

NOTES:

PASTORAL MINISTRY					REGULAR BUDGET			PURPOSE & DESTINATION				SPECIAL BUDGET			APPROVED BY
SERMONS	VISITS	B. STUDIES	OTHER MTGS.	FAMILY DAYS	DATE	AUTO MILEAGE	PER DIEM	MISC.	LODGING	PER DIEM	MISC.	AUTO MILEAGE			
					1										
					2										
					3										
					4										
					5										
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					29										
					30										
					31										
					<b>Totals</b>										

PLEASE ADD ALL COLUMNS

**For OFFICE USE Only**

Total Regular Budget \$ _____	Total Special Budget \$ _____	Mileage Rate _____
		Amount \$ _____