

Return to: Debbie Gardiner

100 Witherspoon Street

Louisville, KY 40202

[debbie.gardiner@pcusa.org](mailto:debbie.gardiner@pcusa.org)**PRESBYTERIAN CHURCH (USA)****TRAVEL EXPENSE REPORT**

Mail Direct

Direct Deposit

Ext

Name of Traveler: \_\_\_\_\_

Traveler's Signature/Date \_\_\_\_\_

Address \_\_\_\_\_

\*Authorizing Signature/Date \_\_\_\_\_

Purpose of Trip

Presbyterian Mission Agency Board Meeting

Meeting Location

Louisville, KY 40202

Dates of Trip

April 15-17, 2015

Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Sponsoring Entity

Presbyterian Mission Agency

\*By authorizing this transaction, the approver represents that the source of funding has been carefully reviewed to comply with donor restrictions, that the payment is being requested to the appropriate ultimate beneficiary, and that the disbursement is in compliance with the Office of Foreign Assets Control (OFAC) regulations. The approver further represents that the payment is not intentionally transmitted to a third party to circumvent OFAC regulations.

Location Date	Monday April 13	Tuesday April 14	Wednesday April 15	Thursday April 16	Friday April 16			Totals
Breakfast				Group Breakfast	Group Breakfast			
Lunch				Group Lunch				
Dinner			Group Dinner	Committee Dinner				
Hospitality								
Total								
Lodging								
Airfare								
Taxi/ Shuttle/ Bus								
Parking & Tolls								
Mileage @ .575								
Enter miles driven								
Car Rental								
Misc								
TOTALS								

**List names & business purpose for expenses of others and explain miscellaneous expenses.**

Transaction Code

Date	Amount	Explanation		** (1) Country
				** (2) Empl ID
				** (3) Committee

Account Distribution							Project	Amount	Description
Entity	Director	Program	Office	Objective	Acct Code	Class			
10	10	04	086	00	822100	1			

Total Expenses \_\_\_\_\_

Less: Funds (given as Donation to the Church) \_\_\_\_\_

Less: Cash Advanced by the Church \_\_\_\_\_

Refund Due Me/(Refund Due the Church) \_\_\_\_\_