

# PRESBYTERIAN CHURCH (USA)

Return to Debbie Gardiner, [debbie.gardiner@pcusa.org](mailto:debbie.gardiner@pcusa.org)

## TRAVEL EXPENSE REPORT

100 Witherspoon Street, Louisville, KY 40202

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

Dates of Trip

Feb 3-5, 2016

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

Sponsoring Entity

PMA

Meal Per Diem: Breakfast-\$14.00; Lunch-\$16.00; Dinner \$29.00

Location Date	Tuesday 2/2/16	Wednesday 2/3/16	Thursday 2/4/16	Friday 2/5/16				
Breakfast			Group Meal					
Lunch			Group Meal					
Dinner		Committee Dinner	Group Meal					
Hospitality								
Total								
Lodging								
Airfare								
Taxi/ Shuttle/ Bus								
Parking & Tolls								
Mileage @ <b>.54</b>								
<i>Enter miles driven</i>								
Car Rental								
Misc								
<b>TOTALS</b>								

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

Entity	Director	Program	Office	Objective	Acct Code	Class	Project	Amount	Description
10	10	04	086	00	822100	1			Feb Board Meeting -

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

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

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

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