

MIDWEST REGION CONFERENCE

EXPENSE REPORT *Please Attach all Receipts*

Charge to: _____

Daily Expenses

Item	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
Dates								
Breakfast								
Lunch								
Dinner								
Lodging								
Telephone								
Tips(non-meal)								
Parking/Tolls								
Auto Rental								
Cab, Bus, ect.								
Fuel								
Oil, Repairs								
Airfare								
Other								
TOTAL								

Personal Auto: _____

Conference Auto: _____

Mileage								
mileage rate: _____								

Entertainment

Date	Persons	Place	Business Purpose	Amount
TOTAL				

Other Expenses

Date	Remarks	Amount
TOTAL		

Totals

TOTAL From Above	Adjustments	(-) Minus Advance	TOTAL Due: Volunteer/Church

Locations Visited

Purpose of Trip

Employee/Volunteer Signature _____ Date: _____

Approved by _____