

Dexter United Methodist Church Travel Authorization and Expense Form

Name		Soc. Sec. No.			Departure/return dates					
Home Address: Street		City			State		Zip Code			
Purpose of trip and Location					Contact for Further information: (Name, phone, address)					
		Actual Expenses								
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Actual Expenses	Estimated Expenses
Fill in dates under days ⇨										
Breakfast										
Lunch										
Dinner										
Total Daily Meals (actual expense not to exceed \$30), attach receipts										
Taxi and/or Shuttle Service										
Telephone (nonpersonal only)										
Parking/storage, Bridge, Turnpike, Tunnel Tolls, Tips										
Attach receipts here	Lodging (actual expense)									
	Other, add comment here:									
	Rental Car									
	Auto Mileage** Rates vary by specific automobile use	# of miles:			x	\$0.50	\$ per mile **			
	Conference fee - If prepaid attach copy of payment information from treasurer									
Transportation (note if DUMC prepaid). Click box for drop down "X" selection.	<input type="checkbox"/>	Air	<input type="checkbox"/>	Rail	<input type="checkbox"/>	Bus	<input type="checkbox"/>	Employee Paid		
I certify that all of these expenses were incurred as part of DUMC business. Sign and Date here:	Total Expenditures									
	Less: Prepaid items (Paid by DUMC directly), comment if needed:								-	
	Total Expenditures less prepaid items									
	Less: Travel Advance (Food/mileage), comment if needed:								-	
Travel Authorization and Approval of Estimated Expenses. Sign and Date here:	Less: Reimbursement from other sources, comment if needed:								-	
	Less: Employees' share of expenditure								-	
	Amount owed to DUMC									
	Reimbursement Amount									
COMMENTS AREA:	Amount Approved									

TravelAuthoriz-ExpenseDUMC.xls Brian Shay 2/15/2010 edit (Excel 2003 format). Form comments are welcome.

INSTRUCTIONS: Fill out contact information and the estimated expenses column and have your supervisor sign the form. After your trip fill in all actual expenses and submit for reimbursement. Staple receipts to left margin. Some boxes are locked since they perform a calculation.

You may fill in a printed form by hand or use the digital version which will perform the calculations for you.

** IRS standard mileage rates change annually. Check IRS.gov for current rates for business, moving, charity driving... Edit the \$ per mile rate if needed.