

MINISTRY COUNCIL

of the Cumberland Presbyterian Church
8207 Traditional Place, Cordova, TN 38016

FOR CENTRAL ACCOUNTING USE	
Check #:	_____
Date:	_____

TRAVEL EXPENSE REIMBURSEMENT FORM

(for use in authorizing/requesting disbursements for travel expense)

I'd like to donate my travel expenses to the Ministry Council:

- Yes
- No
- Partial

To: Central Accounting Date: _____

Please issue the following check:

To: _____ Vendor Code: _____

Address: _____

Date & Nature of Activity _____

Airfare	\$ _____	Hotel	\$ _____
Taxi	\$ _____	Meals	\$ _____
Tolls/Parking	\$ _____	Tips	\$ _____
Phone	\$ _____	Postage	\$ _____
Car Mileage	\$ _____	(miles x \$.45 per mile)	
Guest Expenses	\$ _____	Name of Guest(s)	_____
Other Items (please list)	_____		\$ _____

General Ledger	# _____ - _____ - _____	Total:	\$ _____
Contribution	# _____ - _____ - _____	<i>(if applicable)</i>	- \$ _____
Personal/Guest Expenses <i>(to be deducted)</i>			- \$ _____
		Total Amount of Check:	\$ _____ 0.00

Pay by date: _____ Requested by: _____

Authorization request signed by: _____

Please give check to: _____