



Southeastern Synod
 Evangelical Lutheran Church in America
 P.O. Box 400, Decatur, GA 30031

Date _____

EXPENSE VOUCHER

SYNOD COUNCIL

Please Print Legibly

Check is to be made payable to:

NAME _____

ADDRESS _____

Street City State Zip

TELEPHONE# _____

Please mail completed form with all receipts to the address above
 or email scanned copies of completed form and receipts to synod.office@elca-ses.org

DATE:						Sub Total
Miles driven						
*volunteer mileage reimbursement, when using personal vehicle, is \$0.20 per mile						
Mileage Exp 01-5435-0705						
Air Travel 01-5445-0705						
Lodging 01-5450-0705						
Less Single Room (if applicable)	()	()	()	()	()	()
Breakfast 01-5455-0705						
Lunch 01-5455-0705						
Dinner 01-5455-0705						
Other Travel Exp 01-5475-0705						
Program exp 01-5920-0705						
Misc. SC exp 01-5990-0705						
Total						

If you would prefer to be reimbursed for only part of your expenses, we will send you a written acknowledgment for your tax records. Please indicate the amount (if any) of your expenses to be designated as a donation: ()

TOTAL TO BE REIMBURSED TO SYNOD COUNCIL MEMBER

Please explain Other Travel, Program and Misc. SC expenses here	
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PAYEE'S SIGNATURE _____

PLEASE SEE REVERSE FOR SYNOD COUNCIL APPROVED REIMBURSEMENT LIMITS

HOTEL/MOTEL ACCOMMODATIONS

All reservations normally are made on a double occupancy basis unless requested otherwise.

If you request single occupancy, you are expected to pay one-half the total room charge.

(Payment may be made at the meeting with a check made out to ELCA-Southeastern Synod, or you can deduct one-half the total room charge from the total on your expense voucher.)

Any extra charges made for movies, telephone (local and long distance), etc., must be paid to the hotel upon check out.

MEALS

Up to \$3.50 for breakfast

Up to \$4.00 for lunch

Up to \$8.00 for dinner

No reimbursement for alcoholic beverages will be made.

TRAVEL

Air travel is authorized if over 200 miles one way (receipt required).

Economical travel is encouraged.

*Auto travel will be reimbursed as follows:

20 cents/mile driver only

24 cents/mile driver plus one passenger

28 cents/mile driver plus two or more passengers

Please list passenger's name(s):

RECEIPTS

Please include receipts to support all expenses listed on the voucher.