

**Candidacy Committee**  
ELCA-Southeastern Synod  
PO Box 400  
Decatur, GA 30031

expense report

Date \_\_\_\_\_

- Please Print Legibly -

**NAME** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_  
**TELEPHONE** \_\_\_\_\_

Street	City	State	Zip
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- Please attach all supporting documents -

1	CANDIDACY MEETING			
	mileage \$0.20 cents/mile	_____	01-5435-0620	\$ _____
		miles driven		
	a. Air Travel	01-5445-0620		\$ _____
	b. Lodging	01-5450-0620		\$ _____
	c. Meals	01-5455-0620		\$ _____
2	CANDIDACY RETREAT			
	mileage \$0.20 cents/mile	_____	2C-8002-1220	\$ _____
		miles driven		
	a. Travel (all)	2C-8002-1220		\$ _____
	b. Lodging	2C-8002-1220		\$ _____
	c. Meals	2C-8002-1220		\$ _____
3	COMMITTEE MISCELLANEOUS			
	Facility rental: Candidacy Committee	01-5840-0620		\$ _____
	Meal Catering: Candidacy Committee	01-5805-0620		\$ _____
	candidacy misc office exp	01-5475-1230		\$ _____
				\$ _____
4	LESS 1/2 ROOM RATE FOR SINGLE ROOM			\$ _____
<b>TOTAL TO BE REIMBURSED TO COMMITTEE MEMBER</b>				<b>\$ _____</b>

PAYEE'S SIGNATURE \_\_\_\_\_

COMMITTEE CHAIR'S SIGNATURE \_\_\_\_\_

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

**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 to the synod 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., should 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). Staying over a Saturday night when you fly is authorized when you can save more than the additional nights hotel room charge. Economical travel is encouraged. MARTA travel is available from the Atlanta Airport to the synod office.

Auto travel will be reimbursed as follows:

Member driver -	20 cents/mile
1 member passenger -	4 cents/mile
2 or more members-	<u>4 cents/mile</u>
<b>Total</b>	28 cents/mile

Please list passenger's name(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RECEIPTS**

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

**All expenses incurred in January of a given year MUST be submitted by January 31 of that year.**

*Additionally, it would assist in our accounting process if all expenses are turned in **within 30 days** after they are incurred.*