

THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS

Travel Expense Report

Are there unused airline tickets in this envelope? Yes

Name		Trip Number	Department ID	Division
Employee ID	Sheet ID	Phone Number		Purpose

Travel Costs	Date	Total Cost						
	Location							
Airfare								
Lodging								
Meals								
Car Rental								
Ground Transport (Taxi, Bus ...)								
Personal Miles (<input checked="" type="checkbox"/> X ___ per mile)								
Other (Itemize in Comments Section)								
Total								

Comments (Please itemize "other" expenses)	Reimbursement
	Subtract Airline Billed Directly to the Church
	Amount Church Owes You will be sent by Direct Deposit

Accounting Information (For Travel Office only)

GL Business Unit	Department ID	Account	Product	Project ID	Project Business Unit	Activity	Analysis Type	Resource Type	Amount

Signatures	Traveler's	Date	Supervisor's (I checked receipts and approve expenses)	Date	Controller's