

MISSIONARY DEPUTATION EXPENSE REPORT

Free Methodist World Missions
 P.O. Box 535002
 Indianapolis, IN 46253-5002
 317-244-3660
 or
 1-800-342-5531

Name:

Address:

Reporting Period

From:

To:

Travel Information

Describe in general terms the nature and purpose of travel covered by this expense report.

Expense Information

(For IRS purposes attach all receipts, charge slips and written documentation)

Paid by employee on: American Express Master Card VISA Other

Charged FMWM corporate account on: American Express American Airlines Other _____

Date										Total
Meals										\$
Lodging										\$
*Entertainment										\$
Car Rental										\$
Airfare										\$
*Auto, Bus, Tax										\$
*Other Expense										\$

*Note: For the above, describe in detail on back side.

	Total expenses	\$
	Advance received from FMWM	\$
	Cash received from churches	\$
	Balance due FMWM	\$
	Balance due employee	\$

Budget Distribution (office use only)

Acct. #	
Total	

Send check to:
 Above address
 Employee bank account # _____
 Other _____

Employee signature _____ Date _____

Phone number _____

Approved by _____ Date _____

Entertainment

Date	Person(s) entertained	Time and place	Nature and purpose	Amount
				\$
				\$
				\$
Total				\$

Auto, Bus, Airfare, Taxi, Etc.

Date	Details	Destination	Amount
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Mileage rate is 56.5 cents/mile (as of 1.1.13)			Total \$

Other Deputation Expenses (postage, phone calls, etc.)

Date	Description	Amount
		\$
		\$
		\$
Total		\$

Appropriate Items For Deputation Expense Report

Travel	<ul style="list-style-type: none"> • actual cost of airfare or car rental (use when cheaper than driving own vehicle) • auto-approved mileage rate plus tolls • motel or hotel • meals and tips
Postage and Phone Calls for Deputation	<ul style="list-style-type: none"> • correspondence with church or conference and with the home office • letters exchanged with the field which keep you informed of current events vital to your deputation message • stationery supplies • phone calls to churches or conferences and to the home office

This expense report is strictly for deputation.

Use other required forms for medical, continuing education, and other authorized travel.

For IRS purposes, attach all receipts, charge slips and written documentation.