

EXPENSE REPORT

Communities of Calling Initiative Meeting June 23-26, 2019 Collegeville, MN

All original receipts must be attached (including direct bill airline ticket/advance) – required for Institute records and as qualification of reimbursement for non-taxable income.

<hr/> First Name	<hr/> Last Name	<hr/> Date
<hr/> Address (street)		
<hr/> City	<hr/> State	<hr/> Zip

TRAVEL COSTS	AMOUNTS
Airline (attach original ticket)	\$ _____
Car mileage (58 cents per mile) _____ miles	\$ _____
Ground transportation to and from the airport:	\$ _____
Tolls/Parking	\$ _____
Food costs	\$ _____
Tips	\$ _____
Other (please list/specify)	\$ _____
_____	\$ _____
_____	\$ _____
Total cost of trip	\$ _____
Less any travel advance/direct charges to Collegeville Institute	\$ _____
TOTAL REIMBURSEMENT NEEDED	\$ _____

<hr/> Signature of person requesting reimbursement	<hr/> Date
<hr/> Signature of Collegeville Institute official approving request	<hr/> Date

Return Expense Report and original receipts to: *updated: 4.23.19*
 Jessie Bazan
 Collegeville Institute
 PO Box 2000, Collegeville MN 56321-2000

The Collegeville Institute covers expenses incurred by participants traveling on official business for the Institute (for instance, transportation, hotel room, meals, phone calls, faxing/copying). Participants are reminded that charges of a personal nature (phone calls, movies, any alcohol) or those pertaining to other business concerns charged to one's room must be paid by the participant on departure and thus are removed from the bill submitted to the Institute. Any such expenses to the Institute will be automatically billed to the participant. The Institute anticipates that participants will book the most economical transportation possible.