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.

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

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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.

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### Travel Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airline (attach original ticket)</td>
<td>$</td>
</tr>
<tr>
<td>Car mileage (58 cents per mile)</td>
<td>$</td>
</tr>
<tr>
<td>Ground transportation to and from the airport:</td>
<td>$</td>
</tr>
<tr>
<td>Tolls/Parking</td>
<td>$</td>
</tr>
<tr>
<td>Food costs</td>
<td>$</td>
</tr>
<tr>
<td>Tips</td>
<td>$</td>
</tr>
<tr>
<td>Other (please list/specify)</td>
<td>$</td>
</tr>
</tbody>
</table>

**Total cost of trip**  
Less any travel advance/direct charges to Collegeville Institute

**Total Reimbursement Needed**  

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Signature of person requesting reimbursement  
Date

Signature of Collegeville Institute official approving request  
Date

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

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updated: 4.23.19

www.collegevilleinstitute.org