

DIOCESAN EXPENSE FORM

RECEIPTS MUST BE PROVIDED FOR ALL MEALS AND MOTEL CHARGES.

DIOCESAN MAXIMUM REIMBURSEMENT FOR MEALS IS:

BREAKFAST - \$5.00

LUNCH - \$6.00

DINNER - \$10.00.

MILEAGE INFORMATION MUST BE COMPLETED BEFORE PAYMENT WILL BE ISSUED.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/ZIP \_\_\_\_\_

MEETING ATTENDED \_\_\_\_\_ DATE \_\_\_\_\_

MEETING LOCATION \_\_\_\_\_

BEGINNING MILEAGE \_\_\_\_\_

ENDING MILEAGE \_\_\_\_\_

TOTAL MILEAGE \_\_\_\_\_ X MILEAGE AMOUNT .15 = \_\_\_\_\_

MOTEL EXPENSES \_\_\_\_\_

MEALS

DATE	BREAKFAST	LUNCH	DINNER
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL MEALS \_\_\_\_\_

TOTAL EXPENSE REIMBURSEMENT \_\_\_\_\_

REIMBURSEMENT APPROVED BY \_\_\_\_\_