ID# | | | | | |

NORTHERN NEW ENGLAND CONFERENCE EXPENSE REPORT

Mail White and Yellow Copy on the 31st to Treasury

TRAVEL REIMBURSEMENT

Name____

Address______________________________________

City_______________ST_____ZIP___________

Phone_______________________________________

Cell Phone_____________________________

For the Month of__________________20____

PLACE OF LABOR/EXPLANATION OF MISC. ITEMS	WORK CODE	DATE	AREA: VISITATION	AREA: BIBLE STUDIES	AREA: Sermons/Seminars	AREA: AREA MILEAGE	OUT OF AREA (OFFICE ONLY): OUT OF AREA MILEAGE	OUT OF AREA: LODGING	OUT OF AREA: PER DIEM	OUT OF AREA: TOLLS	SPECIAL (PRIOR APPROVAL NEEDED): ITEM DETAIL (AIRFARE, PHONE, ETC.)	SPECIAL: SPECIAL MILEAGE	SPECIAL: LODGING, ETC	SPECIAL: PER DIEM	SPECIAL: TOLLS
		1													
		2													
		3													
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		27													
		28													
		29													
		30													
		31													
	TOTALS					0	0	0	0	0	0	0	0	0	0
OFFICE USE ONLY															

*Reports Processed End of Month
Payroll Only

Speedometer Reading	CAR 1	CAR 2
This Month		
Last Month		
PERS	0	0
TOTAL	0	0

FOR OFFICE USE ONLY		
Hours	10100	
Regular Pay	10000	
Dep. Tuition	10400	
Cont. Education	11602	
Dep. Tuit-Teach	11400	
Cmpmtg Allow	11221	
Auto Ins	10210	
Telephone Reim	11406	
Reg. O/A Trvl	11200	
Special Travel	11300	
Spouse Sp. Trvl.	10312	
Advance Deduct.	33000	
Moving Allow	10510	
Moving Reimb	11500	
Duplicate Hsg.	10511	
Wellness Prog.	10606	

Successful this month with Wellness Program Commitment? Employee? ☐ Spouse? ☐

Work Codes -- S=Sick, H=Holiday, V=Vacation