## Southeastern California Conference of Seventh-day Adventists Travel and Expense Report

Name							
	ATIONS AND INSTRUCTIONS						
Per Diem  Travel	→ Please report the actual miles → When on approved SECC to Full Per Diem  When fully entertained Family authorized tra Worker & Sp  → Transportation other than by → Actual lodging expense. Moto	ravel. Please input the \$56 (emp employee ed \$20.00 (emp employee ed \$20.00 (emp employee) ed \$4.00 personal vehicle.	ne correct amoun loyee paid for 1 me e paid for 2+ meals employee did not pu	t under Per Die al a day, we provi a day, we provide	m column. de ½ per diem ra full per diem rat		
			CAR			071150	
DATE	<b>DESCRIPTION</b> Activity, Location, or Destination	PERSONAL Mileage Per Di		RENTAL Parking, Tolls & Gas	LODGING	OTHER	
Ve	erify Total in Each Column						
REQUEST	ΓED BY:			DATE:_			
APPROVE	ED BY:			DATE:			
		BELOW FOR OFFICE	USE ONLY				
GL Accour 11356	Special Travel						
33012	A/D D						
10500	Moving Expanse						
10510	Maying Allawanaa						
	Total Reimbursed						