



# Pacific Northwest Mennonite Conference

An area conference of Mennonite Church USA

PO Box 301036  
Portland, OR 97294  
Tel: 888-492-4216  
www.pnmc.org

## STAFF TRAVEL REIMBURSEMENT

Travel costs are allowed for necessary expenses related to attending Board and Committee meetings. Reductions should be made for travel which combines personal and Conference business.

Reason for Travel: \_\_\_\_\_

Charge to Account No: \_\_\_\_\_ Account Name: \_\_\_\_\_

DATE	Departing:	PLACE	
_____	_____	_____	
_____	Arriving:	_____	Lodging \$ _____

Check if Round Trip

Mileage: \_\_\_\_\_ miles @ \$0.56 \$ \_\_\_\_\_  
(2014 IRS rate)  
 Car Rental \$ \_\_\_\_\_

**PLEASE ATTACH ALL RECEIPTS**

Airfare \$ \_\_\_\_\_

Gas \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_

\_\_\_\_\_ Other \$ \_\_\_\_\_

\_\_\_\_\_ Other \$ \_\_\_\_\_

\_\_\_\_\_ Other \$ \_\_\_\_\_

Less cash advance \$ \_\_\_\_\_

Total reimbursement allowed \$ \_\_\_\_\_

Total reimbursement requested \$ \_\_\_\_\_

Date submitted \_\_\_\_\_ Signature \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

E-mail address \_\_\_\_\_ Phone \_\_\_\_\_

Submit completed form with receipt for each item to: PNMC Administrative Assistant  
PO Box 301036  
Portland, OR 97294