



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

Check if Round Trip

Mileage: _____ miles @ \$0.575 \$ _____
(2020 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