

Southern Union Conference Expense Report

Office of the Treasury
P.O. Box 923868
Norcross, GA 30010
Phone: 770.408.1800
Fax: 770.408.1801

(Be sure ALL information is printed clearly and completely.)

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Meeting _____ Location _____

Phone _____ Email Address _____

Dates	Total Miles Rounded	Rate	Total Mileage Reimbursement (Miles x Rate)	Lodging	Per diem \$50/\$75	Airline Ticket	Car Rental	Misc.	Total Reimbursement
		0.42	0.00						\$0.00
		0.42	0.00						\$0.00
		0.42	0.00						\$0.00
		0.42	0.00						\$0.00
		0.42	0.00						\$0.00
		0.42	0.00						\$0.00
		0.42	0.00						\$0.00
Totals	0.00	0.42	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Reimbursement									\$0.00

Notes _____

The Southern Union will pay the expenses of lay persons who are invited to attend the various administrative committees. An expense report form with attached receipts must be submitted to the Treasury Department for reimbursement. Upon receiving your request, a check will be mailed to you.

Receipts are requested for lodging, airline, car rental and other public transportation. Per diem for meals is paid at \$50 per day for an individual or \$75 per day for a couple. If you pay for one meal, report a half day's per diem. If you pay for two or more meals, report per diem for a full day. A mileage rate of \$.42 cents per mile is paid if you drive your vehicle. Please list total miles in the column provided above.