RUSSIAN BAPTIST CHURCH

1000 Sacramento Ave, West Sacramento, CA 95605 (916) 375-1855

TRAVEL EXPENSE REPORT FORM

Before completing, please read Travel Expense Policy

Name of Traveler:	
Check payable to:	
Address (to send check to):	
Purpose of Trip:	
Destination:	
Period Covered:	

EXPENSES DETAIL

TRANSPORTATION:	**Amount**
Air/Rail Ticket:	
Auto rental:	
Personal automobile: Total miles: _____ rate per mile: $0.55	
Parking:	
Tolls:	
Taxi:	
LODGING:	
MEALS (Dates):	
CONFERENCE FEES	
OTHER (specify):	
Total Out of Pocket Expenses:	
Cash Avdance:	
Balance due to RBC:	
Balance due to Traveler:	

_____

Signature of Traveler

_____

Approved by Signature