



NORTHWEST REGION of the CHRISTIAN CHURCH
(DISCIPLES OF CHRIST)

A partnership of the congregations in Alaska, Washington and North Idaho
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Expense & Reimbursement Statement

ALL TRANSACTION RECEIPTS MUST BE INCLUDED

Name: _____

Address: _____

Date	Ministry Team / Committee Meeting, Event Attended Description	Meals/Lodging/Transportation/Etc Expense Description <i>Automobile expenses should be calculated at 15 cents per mile. Bus, train, or plane fare should be actual amount.</i>	Amount
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1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

TOTAL Expenses: _____

SIGNED: _____

APPROVED
<i>For Office Use Only</i>

Please check here if you would like to donate your expenses as a gift to the Northwest Region. Please list your expenses so we will have a record of the actual cost of the meeting and we can send you a receipt for your gift. **Donated mileage will be credited at 14 cents per mile (per IRS Regulations).**