ORTHODOX CHURCH IN AMERICA

DIOCESE OF THE MIDWEST

917 NORTH WOOD STREET, CHICAGO, ILLINOIS 60622

**TRAVEL EXPENSE VOUCHER**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Destination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Travel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s): From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TRANSPORTATION: \**Note: Please be practical and judicious when making your travel plans, especially about the decision whether to drive or fly. In many cases where meetings are held at longer distances, it may be less expensive to fly. If necessary, please take the time to check airfares and compare them to driving reimbursements.***

 **\*Air Fare: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Personal Vehicle:** \_\_\_\_\_\_Miles @ $ \_\_\_ /mile = \_\_\_\_\_\_\_

Bus, Rail: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Taxi or Car Service: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vehicle Rental: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parking: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Subtotal:** $\_\_\_\_\_\_\_\_\_\_\_\_

**ACCOMODATIONS: \*NOTE: MEAL ALLOWANCE PER PERSON NOT TO EXCEED:**

**Breakfast: $25.00 Lunch: $30.00 Dinner: $40.00**

Lodging: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Meals:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Subtotal:** $\_\_\_\_\_\_\_\_\_\_\_\_

OTHER: (*Please explain*) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Subtotal:** $\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL:** $\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE NOTE: ATTACH ALL SUPPORTING RECEIPTS FOR PAYMENT**

**Scan all receipts and email to** **bookkeeper@domoca.org****, or mail to the Diocesan Chancery Address. (*Note*: Mailing to office will result in reimbursement delay.)**

*CERTIFICATION STATEMENT:*

*I hereby attest that this is a true and accurate claim for expenses incurred as part of my official duties on behalf of the Diocese and that I have not received payment for these expenses from any other source.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature Date*