



PASTORAL MINISTRY—MAPMIN EXPENSE REPORT

REIMBURSEMENT REQUEST

Name _____ Dates Traveled _____ to _____
Phone _____ University Attending _____
Today's Date _____

TRAVEL EXPENSES:

Airfare _____
Hotel _____
Car Rental _____
Parking _____
Tolls _____
Miles _____
1/2 Per Diem _____

Kindly ensure **all receipts are included when submitting your expense report. Thanks for your attention to this detail.*

Approval: _____ Date: _____
Ministerial Director

Executive Secretary Date: _____

NOTE: The maximum annual reimbursement for travel-related expenses to attend university classes is \$4,000.00. Any costs exceeding this amount will be the responsibility of the pastor.