



TEXAS CONFERENCE OF SEVENTH-DAY ADVENTISTS
J QWUG J WPVPI 'TRIP

See Back for the J qwug'J wvpi Reimbursement Policy

NAME: _____ DATE: _____

ADDRESS: _____

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LOCATION: FROM _____	TO _____
MILES: _____	* \$.44/mile AMOUNT: \$ _____
(Only when driving personal vehicle)	
PER DIEM: Traveling "cmppg, "r gt "f c{ "CO QWP V<'haaaaaaa"	
Vtcxgrkpi 'y kj 'ur qwug, "' "r gt "day" "CO QWP V<'haaaaaaa	
X Number of days traveling " " days	
AIRFARE: (Attach original receipts which includes full itinerary)	AMOUNT: \$ _____
HOTEL: (Use Hotel Occupancy Tax Exemption Certificate) (Attach original final folio receipt upon checkout)	AMOUNT: \$ _____
RENTAL CAR: (Attach original final receipt received when returning vehicle)	AMOUNT: \$ _____
RENTAL CAR GAS: (Attach original receipts)	AMOUNT: \$ _____
TOLLS: (If any attach original receipt)	AMOUNT: \$ _____
TOTAL	EXPENSES REPORTED: \$ _____

*(Mileage=.42 cents; per diem = \$50/day for candidate, \$75/day candidate & spouse traveling together)

Candidate Signature

Date

THIS SECTION FOR OFFICE USE ONLY	Effective 1/1/2017
Dept. Approval: Signature _____	Date _____
Treasury _____	
12734 - J qwug'J wvpi 'Vczcdrg _____	



TEXAS CONFERENCE OF SEVENTH-DAY ADVENTISTS
HOUSE HUNTING TRIP

J QWUG'J WP VKPI 'RQNKEL

If you are booking an airfare, rent car and/or motel, Texas Conference request that you do so at least 15 days prior to your trip to ensure the best pricing available.

House Hunting Trip:

- As a new employee or transfer the conference may cover the cost of **one round trip** for you and your spouse.
- Airfare for candidate and spouse; mileage if driving personal vehicle. (Mileage will be reimbursed at the current rate for the most direct route)
- The lowest cost of mileage or airfare will be considered for reimbursement of travel expenses.
- Lodging for up to 6 nights while house hunting. (When lodging in Texas, sign and date the Texas Hotel Occupancy Tax Exemption form. Present the form to the hotel clerk upon check-in for exemption from Texas State Hotel Occupancy Taxes.)
- If you have need for a Car Rental when flying, car and gas for rental while driving on conference business will be reimbursed. (Do not take the insurance that is offered by the rental car agency, the Texas Conference auto policy covers all rental cars for conference business, this expense will not be reimbursed.)
- Per Diem for travel and while house hunting will be provided at the current rate according to the travel requirements up to a maximum of 7 days.
- Airport parking and toll road will also be reimbursed.
- Enclose all original detailed receipts for qualified expenses.
- Full Time Conference Employees are eligible.