

WISCONSIN LUTHERAN SEMINARY

CELEBRATION OF MINISTRY RETREAT EXPENSE REQUEST FORM

Payee: _____ Date: _____

Address: _____

Requested by: _____

Expenses for: 2022 Celebration of Ministry Retreats - Begun in Grace Mentees

PLEASE PROVIDE A TRAVEL LOG - DATE(S) & PLACE(S) USE BACKSIDE OF THIS FORM FOR TRAVEL LOG

Mileage: _____ Miles at 56 cents per mile = _____

INSTRUCTIONS: Travel costs above \$700 per couple (\$350 per individual) will be eligible for travel assistance. The seminary will cover 50% of your travel expenses above \$700. Assistance will be based on round trip airfare or mileage (whichever is least expensive) from your residence to the hotel.

EXAMPLE: Airfare for two from Milwaukee to San Antonio is \$900.00 estimate. Round trip mileage from Milwaukee to San Antonio is 2,620 miles (Google maps) x \$.56 per mile = \$1,467.20. You would use the least expensive amount of \$900.00. Subtract the base amount of \$700.00. The cost in excess of \$700 would be reimbursed at 50%. In this example, you would yield a reimbursement of \$100. Taxi/Shuttle/Parking costs would also be reimbursed at 50% if total travel exceeds the \$700 base.

ALL ITEMS LISTED BELOW REQUIRE RECEIPTS AND/OR SUPPORTING DOCUMENTS SINCE WLS HAS AN "ACCOUNTABLE" REIMBURSEMENT PLAN. THE ONLY EXCEPTIONS WOULD BE SMALL ITEMS UNDER \$25.00 WHERE IT IS NOT POSSIBLE TO GET A RECEIPT.

Car Rentals: _____

Parking & Tolls: _____

Plane Fares: _____

Taxi/Bus/Shuttle Fares: _____

TOTAL ELIGIBLE TRAVEL COSTS: _____

(-\$700.00) x .50 + \$700

Hotel (2 nights): _____

Other: _____

TOTAL REQUEST: \$ _____

APPROVED BY: _____ Date: _____

(President, Business Manager or Department Chair)