

WISCONSIN LUTHERAN SEMINARY

CELEBRATION OF MINISTRY RETREAT EXPENSE REQUEST FORM

Payee: \_\_\_\_\_ Date: \_\_\_\_\_

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

Requested by: \_\_\_\_\_

Expenses for: 2023 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 60 cents per mile = \_\_\_\_\_

**INSTRUCTIONS:** Travel costs above \$700 per couple (\$350 per individual) may be eligible for travel assistance. The seminary may cover up to 50% of your eligible 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 \$ .60 per mile = \$1,572. 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 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

Travel Cost Total: \_\_\_\_\_

Hotel (2 nights): \_\_\_\_\_

Other: \_\_\_\_\_

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

APPROVED BY: \_\_\_\_\_ Date: \_\_\_\_\_

(President, Business Manager or Department Chair)