

WISCONSIN LUTHERAN SEMINARY
CELEBRATION OF MINISTRY RETREAT EXPENSE REQUEST FORM

Payee: _____ Date: _____

Address: _____

Requested by: _____

Expenses for: 2024 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): _____	406.64
Other: _____	_____

TOTAL REQUEST:	\$ _____

APPROVED BY: _____ Date: _____
 (President, Business Manager or Department Chair)