

Greater New Jersey Conference Laity - Travel Reimbursement

Payable to : _____

Date : _____

Address : _____

Please keep accurate mileage log as required by IRS. Submit to Conference Treasurer's Office with toll receipts semi-annually (June 30 and December 31)

Reimbursements will be made by check only. This form may be reproduced for distribution.

Committee Name	Date of Meeting	Total Miles	Tolls	Other	\$ Amount
Grand \$ Total for Reimbursement					

"Resolved that the Conference authorizes payment to laity of mileage and tolls incurred to attend conference meetings only if submitted to the Conference Treasurer and only if total expense is greater than fifteen dollars per half of Conference budget year. Payment of mileage will be at the IRS charitable reimbursement rate (currently 14 cents per mile) and payment of tolls will be at the actual costs incurred (receipts are required)." (2001 Journal, page 235)

Approved by _____

Print Name : _____