



**Central
District
Conference**

Travel Reimbursement

Travel costs allowed for necessary expenses related to attending Board and Committee meetings. Reductions should be made for travel which combines personal and Conference business.

Please submit one form for each committee/board meeting for which you are requesting reimbursement.

Reason for Travel: _____

Charge to Committee/Board: _____

Date: _____

PLEASE ATTACH ALL RECEIPTS

Mileage: _____

Car Rental: _____

Gas: _____

Tolls: _____

Meals: _____

Lodging: _____

Airfare: _____

Other: _____

Other: _____

Other: _____

Total Reimbursement Requested: _____

Signature _____

Name (Please Print) _____

Address _____

Address _____

Email Address: _____ Phone: _____

Submit completed form with receipt for each item to: Central District Conference
PO Box 1199
Goshen, IN 46527-1199

Note: Mileage reimbursement changes regularly. CDC reimburses at the current IRS rate.