

ROCKY MOUNTAIN DISTRICT

EXPENSE REPORT 2022



1. Name _____

Address _____

City/State/Zip _____

Report Date Submitted _____

Mail form to District Office - 88 Inverness Circle East, A-210 Englewood, CO 80112 Phone (303)695-8001

OR e-Mail to info@rm.lcms.org

2. Purpose of Trip/Expense _____

3. A. Event Date									J. Totals
B. Personal Car (Actual Mileage)									
C. Amount (at \$ 0.350 per mile)									
D. Air-Train-Bus Fares									
E. Meals (Include tip)									
F. Lodging (Room only)									
G. Misc. (See Instructions)									
H. Other (Explain Below)									
I. Daily Totals									

4. Explain Other/Misc. _____

L. Less: Total Cash Advance	
M. Bal. Due: Traveler	
District	

Travel expense forms must be signed by the traveler and have accompanying receipts with expenses where applicable. Reimbursement may be delayed or denied for not providing these. Mileage reimbursement is limited to the lesser of the mileage rate or airfare. We appreciate our travelers discerning approach to finding sensible costs for the District's business travel.

5. Traveler's Signature _____ Date _____

6. Executive Approval _____ Date _____

INTERNAL USE ONLY - DISTRIBUTION		
ACCOUNT	DESCRIPTION	AMOUNT