



**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.

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
1015 Division St
Goshen, IN 46528

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