

## St. Paul Lutheran Church Travel / Activity Plan Form

*Submit to Supervisor before you sign up for conferences, activities or mission trips.*

Name: \_\_\_\_\_

Description of Travel/Activity: \_\_\_\_\_

Date(s) of participation: From: \_\_\_\_\_ To: \_\_\_\_\_

This is submitted for funding of the following: *(Please give approximate costs if known.)*

**Conferences/Activities/Staff Leading Mission Trips:**

- Registration Fees \$ \_\_\_\_\_
- Lodging Fees \$ \_\_\_\_\_
- Meals (allowances: \$10 breakfast, \$15 lunch, \$25 dinner) \$ \_\_\_\_\_
- Mileage (lay leaders = IRS charitable rate, staff = IRS standard rate.) \$ \_\_\_\_\_
- Other: \$ \_\_\_\_\_

**Mission Trips (for chaperones not participants)**

- Student Mission Trips: Leaders/chaperones will pay a minimum of \$25 out of pocket but not more than 10% of the trip cost.  
Approximate Expense: \$ \_\_\_\_\_
- Adult Mission trip leaders would pay the same as participants.

**Please attach a copy of registration form/conference/activity filer**

Approval: \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**REMEMBER TO TURN IN RECEIPTS TO TREASURER'S ASSISTANT  
ALONG WITH A COPY OF THIS FORM.**

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