

## AUTHORIZED TRAVEL AND EXPENSE REPORT (ATER)

Name of Traveler: \_\_\_\_\_ Travel Dates: \_\_\_\_\_

Name of Organization Sponsoring Trip: \_\_\_\_\_

Type of Travel: \_\_\_\_\_ Name of Person Sharing Room: \_\_\_\_\_

Reason for Trip:  
\_\_\_\_\_

|   | REQUESTED AMOUNTS<br>(Estimated costs) | ACTUAL AMOUNTS<br>(Upon return from trip) |
|---|--|---|
| <b>REGISTRATION FEE</b>                       |  |   |
| <b>TRANSPORTATION:</b>                        |  |   |
| Air   |  |   |
| Mileage _____                                 |  |   |
| Parking/Tolls                                 |  |   |
| <b>MEAL Allowance Set by Travel Committee</b> |  |   |
|   |  |   |
|   |  |   |
| <b>LODGING (include taxes):</b>               |  |   |
|   |  |   |
| <b>MISCELLANEOUS (list separately)</b>        |  |   |
|   |  |   |
|   |  |   |
| <b>Total:</b>                                 |  |   |

|                                      |  |
|--------------------------------------|--|
| <b>REQUEST FOR ADVANCE CHECK</b>     | <b>SETTLEMENT CHECK TO TRAVELER</b><br>(Sign and date upon return from trip) |
| Traveler's Name                      | Traveler's Signature and Date  |
| Accounting Use Only                  |  |
| <b>APPROVALS FOR ADVANCE PAYMENT</b> | <b>APPROVALS FOR SETTLEMENT</b>  |
| Travel Committee                     | Travel Committee   |
| Pastor                               | Pastor   |

**Note:** Upon return from trip, attach original receipts and fill-in the ACTUAL AMOUNTS on the original form.

## AUTHORIZED TRAVEL AND EXPENSE REPORT (ATER) INSTRUCTIONS