

Finalized Record Of Expenses

Please complete this financial report of the expenses incurred during your recent trip along with the Team Leader Evaluation. This information may be helpful in assisting other groups to plan their trips. Feel free to attach an additional sheet of paper if you need extra space. Please send the completed forms to your Conference and/or Jurisdictional UMVIM Coordinator.

Conference _____
District _____
Local Church _____

Departure date ___/___/___

Return date ___/___/___

Country _____
Location _____
Project name _____

Team leader _____				Work Phone _____
First	Middle	Last		Home Phone _____
Address _____				Fax _____
				E-mail _____

REPORT OF EXPENSES

Project Funds

1. Construction funds _____
2. Gifts in kind _____
3. Other _____

Project Funds Total _____ (sum of lines 1-3)

Team Expenses

4. Airfare/airport _____
5. Local transportation _____
6. En route hotel _____
7. Local lodging _____
8. En route meals _____
9. On-site meals _____
10. Entertainment/tour day _____
11. Registration fees (if any) _____
12. Insurance _____
13. Telephone calls & postage _____
14. Orientation/training _____
15. Other _____

Team Expense Total _____ (sum of lines 4-15)