

New York Conference Workers Report

Submit to Treasury Dept. by 1st of each month

Month Dec-16 Name Name Number of Baptisms & Profession of Faith

REGULAR TRAVEL						Date	PLACE OF LABOR/EXPLANATION	SPECIAL TRAVEL					For Official Use Only	
Area Mileage	Out of Area Mileage	Per Diem	Parking/Tolls	Lodging	Misc.			Mileage	Lodging	Per Diem	Parking/Tolls	Misc.		
						1							Telephone	11403
						2							Reimbursement B	11411
						3							O/A Mileage	11200
						4							O/A Tolls	11206
						5							O/A Day Per Dier	11201
						6							O/A Lodging	11202
						7							Mileage Sp. Tr.	11300
						8							Tolls Sp. Tr.	11306
						9							Airport Parking	11306
						10							Per Diem Sp. Tr.	11301
						11							Lodging Sp. Tr.	11302
						12								
						13								
						14								
						15								
						16								
						17								
						18								
						19								
						20								
						21								
						22								
						23								
						24								
						25								
						26								
						27								
						28								
						29								
						30								
						31								
0	0	0.00	0.00	0.00	0.00		TOTALS	0	0.00	0.00	0.00	0.00		

Mileage Rate	0.42
Per Diem	
Full Perdiem	50.00
Entertained	17.00
Worker/Spouse	75.00
Entertained	25.00
Per child	25.00
Entertained	8.00

Vehicle Mileage Report for Month	1st Vehicle	2nd Vehicle
End of Month Odometer Reading		
Beginning of Month Odometer Reading		
Total Miles Used	0	
Total Work Related Miles	0	
Special Travel Miles	0	

Explanations & Instructions

Regular Travel - Travel within assigned district

Special Travel - Conference authorized travel outside of district

Per diem/Parking & Tolls/Misc. - Receipts must accompany report