



EXPENSE REPORT

Expense report should be completed as soon as the team returns from their trip. Forms should be as complete and accurate as possible in order for appropriate credit to be given. If more than one church is involved, complete a separate form for each church. Form may be duplicated. ***To receive credit for the current year, the completed report must be received by U.S. Missions no later than December 15.***

Team Coordinator _____

Address _____

Phone # _____ Number of Team Members _____

Dates of Trip _____ Trip to _____
City State

Project Name _____

Host Missionary/Pastor _____

Give World Ministries Credit to:

Church _____

Address _____

Complete for on the next page.

| | |
|---|--------------------|
| Meals | \$ _____ |
| Hotel | \$ _____ |
| Airfare, Bus, Taxi | \$ _____ |
| Car Rental, Airport Parking | \$ _____ |
| Telephone | \$ _____ |
| Insurance | \$ _____ |
| Auto Mileage @ 50¢ per mile | \$ _____ |
| Other (give explanation) | _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| | Sub Total \$ _____ |
| Funds and/or Building Materials left with Missionary/Pastor (Attach itemized list and receipts for funds) | \$ _____ |
| Total Credit Requested | \$ _____ |

Signature _____
 Person Completing Form

World Ministries Giving Credit will not be issued for any one of the following reasons:

1. Failure to send in Individual or Team Application Form along with application fee.
2. Failure to send in Insurance List Report (if taking the insurance offered)
3. Failure for all team members to complete and return the following form:
 - . Assumption of Risk and Insurance Election Form
 - . Guarantee Trust Life Beneficiary Form (if taking the insurance offered)
4. Failure to submit an expense report form by December 15.

MAIL FORM TO:

U.S. MAPS
1445 Boonville Ave.
Springfield, MO 65802

Telephone: 1-877-346-6277
FAX: 417-862-0409