

Michigan Conference of SDA Workers Report

Month: _____ Year: _____

Odometer	Auto 1	Auto 2
Begin		
End		
Total		
Business		
Personal		

ID# _____
 NAME _____
 STREET _____
 CITY/ZIP _____
 PHONE _____

Check if New Address

Date	PLACE OF LABOR	REGULAR TRAVEL				All special Travel Must include Purpose And Have Prior Officer Approval Please include Officer Name By Item	SPECIAL TRAVEL				TREASURY USE ONLY		
		Daily Mileage	Trans, Tolls Etc.	Meals			Special Mileage	Trans, Tolls Etc.	Meals		ALLOWANCES		Code Post
				Overnight	Day				Overnight	Day	1 Time Fixed	\$	
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29													
30													
31													
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													

Communication Reported

11403
 Total _____

Rev. Feb 19, 2019

Please mail to the Treasurer Dept.
 by the 16th of each month

DO NOT WRITE
 BELOW
 DOUBLE LINE

41200	41202	41201	10201		11300	11302	11301	10301
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Input Page

Additional Notes to Treasurer

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	Auto Mileage	Auto 1		Auto 2		Trips to Ch	
	Place of Labor	Reg 1	Spl 1	Reg 2	Spl 2	Car 1	Car 2
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Communication

Cell Phone	
Internet	
Land Line	
Long Distance	
Other	
Other	
Other	
Total	

1st Auto

Begin	
End	
Total	
Business	
Personal	

2nd Auto

Begin	
End	
total	
Business	
Personal	

Insurance Allowance

Veh1	
Veh2	
Total	
Average	
160%	
144%	
120%	

Vacation Days

Carryover	
Allowed This year	
Total	
Used up to this month	
Used this month	
Balance Left	
To next year - Max 10	