

**WISCONSIN LUTHERAN SEMINARY**  
**CELEBRATION OF MINISTRY REQUEST FORM**

Payee: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Requested by: \_\_\_\_\_

Expenses for: 2023 Celebration of Ministry

—————PLEASE PROVIDE A TRAVEL LOG - DATE(S) & PLACE(S) —————  
USE BACKSIDE OF THIS FORM FOR TRAVEL LOG

Mileage: \_\_\_\_\_ Miles at 60 cents per mile = \_\_\_\_\_

**INSTRUCTIONS:** Travel costs above \$700 per couple (\$350 per individual) will be eligible for travel assistance. The seminary will cover 50% of your travel expenses above \$700. Assistance will be based on round trip airfare or mileage (whichever is least expensive) from your residence to the hotel.

**EXAMPLE:** Airfare for two from Milwaukee to San Antonio is \$900.00 estimate. Round trip mileage from Milwaukee to San Antonio is 2,614 miles (Google maps) x \$ .56 per mile = \$1,463.84. You would use the least expensive amount of \$900.00. Subtract the base amount of \$700.00. The cost in excess of \$700 would be reimbursed at 50%. In this example, you would yield a reimbursement of \$100. Taxi/Shuttle/Parking costs would also be reimbursed at 50% if total travel exceeds the \$700 base.

**ALL ITEMS LISTED BELOW REQUIRE RECEIPTS AND/OR SUPPORTING DOCUMENTS SINCE WLS HAS AN "ACCOUNTABLE" REIMBURSEMENT PLAN. THE ONLY EXCEPTIONS WOULD BE SMALL ITEMS UNDER \$25.00 WHERE IT IS NOT POSSIBLE TO GET A RECEIPT.**

Car Rentals: \_\_\_\_\_

Parking & Tolls: \_\_\_\_\_

Plane Fares: \_\_\_\_\_

Taxi/Bus/Shuttle Fares: \_\_\_\_\_

Other: \_\_\_\_\_

**TOTAL ELIGIBLE TRAVEL COSTS:** \_\_\_\_\_

**TOTAL REQUEST:** \_\_\_\_\_  
\$ \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ Date: \_\_\_\_\_

(President, Business Manager or Department Chair)