

WISCONSIN LUTHERAN SEMINARY
CELEBRATION OF MINISTRY REQUEST FORM

Payee: _____ Date: _____

Address: _____

Requested by: _____

Expenses for: 2025 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) may be eligible for travel assistance. The seminary may cover 50% of your travel expenses above \$700 (\$350 per individual). Assistance will be based on round trip airfare or mileage (whichever is least expensive) from your residence to the hotel. Eligible travel expenses are airfare or car rental.

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 \$.60 per mile = \$1,568.40. 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)