

INFORMATION - EXPLANATION
 This report is to be mailed on the 16th day of each month. Make report complete. Explanations and proper receipts should be given for each expense item.

**MICHIGAN CONFERENCE OF SEVENTH-DAY ADVENTISTS
 TEACHERS REPORT**

Month: []
 Year: []

I.D. # []

(Record I.D. # that is on your paycheck, first six (6) digits)

NAME _____

STREET _____

CITY _____ ZIP _____

PHONE _____ Check if New Address

Date of Month	Check Days Taught		Programs, Field Trips, Etc.	No. Homes Visited	Teacher/Parent Consultation	EXPLANATION OF ITEMS All Expenses Should Be Itemized And Placed in Proper Column	SPECIAL TRAVEL			
	By Teacher	By Substitute					Special Mileage	Trans., Tolls & Lodging	*MEALS	
									Overnight	Day Only
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										
						TOTALS (\$):				
						TOTAL MILES:				
							11300	11302	11302	10301

Special Memo To The Office of Education
 []

TREASURY USE ONLY	
ALLOWANCES	Code
Add Hous	10511
Cell Phone	11406
Trav Mile	11300
Transportation Tolls & Lodging	11302
Meals Overnight	11301
Meals -Day Only	10301
Tuition	11420
Interview	11410
P/Move	10500
Move Allow	10510
Move Reim	10500
Move Mile	10501
Move Per/D	10500

Cents/Mile: []

*PER DIEM FOR OVERNIGHT TRIPS IS NON-TAXABLE

Approved by _____
 (Superintendent)