



Travel Reimbursement Form (Member)

Your Name _____

Enter eligible business expenses you have incurred:

Tolls: \$ _____ Lodging: \$ _____

Rental Car: \$ _____ Gas: \$ _____

OR

Mileage: Total Miles: _____ - initial 125 miles = _____ miles (up to a maximum of 350 miles) @ the current IRS rate of _____ cents per mile = \$ _____

Total Mileage Reimbursement: _____

Classis Members- The GLCC will reimburse classis members personal mileage for classis- related travel over 125 miles and up to a maximum of 350 miles, unless otherwise approved **in advance** by the stated clerk. The mileage reimbursement rate will be at the current IRS mileage rate. The GLCC will not provide reimbursement for airfare. The GLCC will provide reimbursement for vehicle rental, which must be in the name of the classis member, not the GLCC. The GLCC will not pay the vehicle rental company directly.

All reimbursement requests must be accompanied by proof of mileage (E.g. Mapquest, Google Maps, etc.).

Note: GLCC will only reimburse the most cost effective form of travel-- use of personal vehicle or vehicle rental, whichever is less.

Total Reimbursement: _____

Please include your receipts and proof of mileage.

NAME _____

ADDRESS _____

Send Request To: Randy VanderLugt at randy@vmde.com

or

VanderLugt, Mulder, DeVries & Elders

Attn: Randy VanderLugt

2900-28th Street SW Suite B

Grandville, MI 49418

Your Signature: _____ Date: _____