



TEXAS CONFERENCE OF SEVENTH-DAY ADVENTISTS  
INTERVIEW TRIP

See Back for the Interview Reimbursement Policy

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Print name and address: "Dgi lp<aaaaaaaaaaaaaaaa" Gpf <aaaaaaaaaaaaaaaa"

LOCATION: FROM \_\_\_\_\_ TO \_\_\_\_\_

MILES: \_\_\_\_\_ \* \$ .50/mile AMOUNT: \$ \_\_\_\_\_  
(Only when driving personal vehicle)

PER DIEM: Traveling "cmppg, " "r gt "f c{ "CO QWP V<aaaaaaaa" Vtcxgrkpi "y kj "ur qwug, "" "r gt "day" "CO QWP V<aaaaaaaa X Number of days traveling " "days

AIRFARE: (Attach original receipts which includes full itinerary) AMOUNT: \$ \_\_\_\_\_

HOTEL: (Use Hotel Occupancy Tax Exemption Certificate) AMOUNT: '\$ \_\_\_\_\_  
(Attach original final folio receipt upon checkout)

RENTAL CAR: (Attach original final receipt received when returning vehicle) "AMOUNT: '\$ \_\_\_\_\_

RENTAL CAR GAS: (Attach original receipts) AMOUNT: '\$ \_\_\_\_\_

TOLLS: (If any attach original receipt) AMOUNT: \$ \_\_\_\_\_

TOTAL EXPENSES REPORTED: \$ \_\_\_\_\_

\*(Mileage=.50 cents; per diem= \$58/day for candidate, \$102 candidate & spouse traveling together)

\_\_\_\_\_  
Interviewee Signature

\_\_\_\_\_  
Date

**THIS SECTION FOR OFFICE USE ONLY**      **Effective 1/1/2018**

Dept. Approval: Signature \_\_\_\_\_ Date \_\_\_\_\_

Treasury \_\_\_\_\_

11410 - Interview Travel/Lodge, Non-Tax. \_\_\_\_\_



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If you are booking an airfare, rent car and/or motel, Texas Conference request that you do so at least 15 days prior to your trip to ensure the best pricing available.

**Interview Trip**

- As an interviewee the conference may cover the cost of **one round trip** for you and your spouse.
- Airfare for candidate and spouse; mileage if driving personal vehicle. (Mileage will be reimbursed at the current rate for the most direct route)
- The lowest cost of mileage or airfare will be considered for reimbursement of travel expenses.
- If driving to the interview location, one night of lodging will be covered for every 500 miles of travel per day over the most direct route available to the interview. (When lodging in Texas, sign and date the Texas Hotel Occupancy Tax Exemption form. Present the form to the hotel clerk upon check-in for exemption from Texas State hotel occupancy taxes)
- Once at the interview location, up to 3 nights of lodging will be reimbursed.
- If you have need for a Car Rental when flying, car & gas for rental while driving on conference business will be reimbursed. (Do not take the insurance that is offered by the rental car agency, the Texas Conference auto policy covers all rental cars for conference business)
- Per Diem for travel and while at the interview will be provided at the current rate according to the travel requirements up to a maximum of 4 days.
- Airport parking and toll road will also be reimbursed.
- Enclose all original detailed receipts for qualified expenses.