

The Episcopal Diocese of Montana

PO Box 2020  
Helena, MT 59624  
800-247-1391

Request for Reimbursement of Meeting Expenses - **2012**

Name \_\_\_\_\_

Address \_\_\_\_\_

Meeting Attended \_\_\_\_\_ Date \_\_\_\_\_

Mileage reimbursement:

\_\_\_\_\_ 14 cents per mile \$ \_\_\_\_\_

\_\_\_\_\_ Actual expenses (attach receipt- not to exceed  
the equivalent of 20 cents per mile)

\_\_\_\_\_ 20 cents per mile (*Clergy may be able to deduct  
the difference on their taxes Contact your tax preparer  
for tax deduction options.*)

Meals:

IRS Per Diem Rate \$56 \_\_\_\_\_  
(Helena)

Motel \_\_\_\_\_

IRS Per Diem rate: Helena \$83

For other city IRS per diem rates, go to <http://www.gsa.gov>  
(Click on per diem rates and then go to Montana on the map)

**Total:** \$ \_\_\_\_\_

*Please send expense forms and receipts to the Canon for Finance within 60 days for reimbursement.  
Please send to the address above or email [mtbizmgr@qwestoffice.net](mailto:mtbizmgr@qwestoffice.net).*

Updated: 12/28/2011