



*RVs On A Mission*

# TRIP EXPENDITURES

*SUBMIT THIS FORM AFTER YOUR TRIPS*

If you desire that your church receive 10% Giving Credit for your travel expenses related to your ROAM trip, you may complete and submit this form as instructed below. Your travel expenses to and from the camp or church (gasoline and camping fees, if any) and meals for the entire trip are eligible. Ineligible items include gifts or money given to an individual, vehicle repair expenses and your sight-seeing expenses.

Please submit one form for each project. Do not send receipts. Keep for them for your records. **Do not send the form to the ROAM Office.**

**Mail the completed form to:**

Work and Witness  
Global Ministries Center  
17001 Prairie Star Parkway  
Lenexa, KS 66220

Dates of trip: \_\_\_\_\_ to \_\_\_\_\_ Total amount of credit: \$\_\_\_\_\_.

Team Leader Name: \_\_\_\_\_ Project Name: \_\_\_\_\_

Church year to be credited: \_\_\_\_\_ (Example: 2011-12. *Church years usually span part of two years as determined by the district fiscal year.*)

*INSTRUCTIONS FOR COMPLETING FORM*

- Church #** and **Church Name** refer to the church that will be receiving credit—not the church or camp where you were working. *You may need to call your pastor or church treasurer to get the church # assigned by Headquarters for accounting purposes.*
- District** is the district where the church receiving credit is located.

Church #	Church Name	District	Amount

Date \_\_\_\_\_

Signed \_\_\_\_\_

Address \_\_\_\_\_

City, ST Zip \_\_\_\_\_

*You may want to provide a copy of this completed form to your local church for information purposes.*