

*Episcopal Diocese of Pittsburgh*

TRAVEL FUNDING REQUEST FORM



- To request diocesan financial support for expenses related to a trip outside the diocese or involving an overnight stay, please submit this form at least one week in advance of the trip.
- Submission of this form does not guarantee financial support, but the diocese has no obligation to pay any expenses for trips when this form is not submitted in advance.
- A copy of this form will be returned to you with notation of what expenses, if any, will be covered.
- Return by mail to Episcopal Diocese of Pittsburgh, 4099 William Penn Highway, Suite 502, Monroeville, PA 15146; by fax to 412-347-5756; or by email to office@episcopalpgh.org

Name of person travelling:

Destination:

Date(s) of trip:

Purpose of trip:

Estimated costs

Housing:

Transportation:

Registration:

Meals:

Are meals included in registration or housing costs?

If so, which ones?

Per Diem: Number of days \_\_\_\_\_

Meals not included in registration or housing and incidental travel costs (shuttles, transfers, etc.) may part of a per diem allocation of \$50, if appropriate.

Other costs:

Total estimated costs:

Amount requested:

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(For Office Use)

Approval of appropriate supervisor or committee chair:

Authorized expenses: