

# NORTHERN CALIFORNIA CONFERENCE OF SDA DEGREE PROGRAM EXPENSE REPORT

for courses for which PASTOR has obtained prior approval on Continuing Education Request Form

Name \_\_\_\_\_ Office Phone ( ) \_\_\_\_\_  
Home Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Degree Seeking \_\_\_\_\_ School \_\_\_\_\_

Course Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_ Course Number \_\_\_\_\_

Course Title \_\_\_\_\_

TUITION AND/OR FEES ..... \$ \_\_\_\_\_  
**Receipts required.**

PER DIEM ..... \$ \_\_\_\_\_  
Number of days at 2 or more meals per day \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Number of days at 1 meal only per day \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

LODGING ..... \$ \_\_\_\_\_  
**Receipts required.**  
Number of nights \_\_\_\_\_ x Rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

TRAVEL ..... \$ \_\_\_\_\_  
A. Mileage to and from course location WITHIN the Pacific Union  
Number of miles \_\_\_\_\_ x \_\_\_\_\_¢ = \$ \_\_\_\_\_  
B. Airfare - Actual expense \$ \_\_\_\_\_ (**Receipts required.**)

**TOTAL EXPENSES** \$ \_\_\_\_\_

**NCC REIMBURSEMENT TO PASTOR FOR 2/3 OF TOTAL** \$ \_\_\_\_\_

**NCC WILL BILL THE PACIFIC UNION FOR 1/3 OF TOTAL** \$ \_\_\_\_\_  
(To be filled out by the NCC Treasury)

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Ministerial Director Date

\_\_\_\_\_  
Conference Secretary Date

\_\_\_\_\_  
Treasurer Date

### Tuition Worksheet

Tuition expense (up to the credit/hour rate of Andrews University Theological Seminary) shall be split equally three ways—by the Pacific Union, the Northern California Conference, and the student. Any tuition costs in excess of Andrews University rate shall be paid by the student.

School Attending \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Number Credit Hours Credit/Hour Rate Current Tuition

Andrews University \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Number Credit Hours AU Credit/Hour Rate AU Tuition

Lower amount is the basis of three-way tuition split \$ \_\_\_\_\_

Pacific Union portion \$ \_\_\_\_\_

Northern California Conference portion \$ \_\_\_\_\_

\*Combined NCC and PU \$ \_\_\_\_\_

Email to: [bernadette.johnson@nccsda.com](mailto:bernadette.johnson@nccsda.com)

Or

Mail to: Ministerial Department  
Northern California Conference  
P.O. Box 23165  
Pleasant Hill, CA 94523