

# 2019 FLGA Educators Conference

September 25 - 27, 2019  
 Hilton Daytona Beach  
 Daytona, FL

If you have any questions regarding this form, please contact Lynda Voss at 877-457-5556, Ext. 3 or [lvoss@flgadistrict.org](mailto:lvoss@flgadistrict.org).

## Travel Equalization Form

<b>AUTO TRAVEL</b>	One check will be issued to cover travel equalization for the entire staff. It is the responsibility of the congregation/school to reimburse the individual staff members for the amount due them. Equalization is based on \$0.18 per mile X distance to and from Daytona Beach Hilton Resort, Daytona, FL X total staff attending/4.
--------------------	--

How many staff attended the 2018 Educators Conference?  "a"

Divide answer "a" by 4 and round to next whole number  "b"

How many miles is it from your church/school to Dayton Beach Hilton Resort, Daytona, FL?  X 2 =  "c"

Multiply "c" by \$.18 =  "d"

Multiply "d" by answer "b" to get your Equalization Amount:  "e"

<b>AIR TRAVEL</b>	One check will be issued to cover travel equalization for the entire staff. It is the responsibility of the congregation/school to reimburse the individual staff members for the amount due them. Air travel equalization covers the airline tickets only. Reservations must be made 21 days or more before travel date. Airline receipts MUST be attached. Rental Car Expense is not covered.
-------------------	---

Airline Used:	Cost per Ticket	Number of Tickets Purchased	Total Cost
Total Air Equalization			

<b>Total Equalization Reimbursement</b>	Email this form to: <a href="mailto:lvoss@flgadistrict.org">lvoss@flgadistrict.org</a> Or Fax form to: 407-857-5665
---	--

**Make check payable to:**

Church/School Name

Address

City, State, Zip

Total Travel Equalization - Add items "e" and "f" above

Account No. 73700110

Fax to: 407-857-5665

Approved by: \_\_\_\_\_