

Travel Equalization



The Florida-Georgia District, LCMS, Fall Pastors' Conference
 Hilton Daytona Oceanfront Resort - Daytona Beach, FL September 23 - 25, 2024
 T.A.G. - From Generation to Generation

Please complete this form and return it to the Designated Location at the conference or mail to:	Notes:
Fall Pastors' Conference - Finance Florida-Georgia District 5850 T. G. Lee Blvd, Suite 500 Orlando, FL 32822	1) If you do not submit your voucher at the conference, it must be submitted by mail before October 31, 2024! 2) If you have questions regarding this form, contact Laura Zirbel, Director of Finance and Administration, 407-258-5053 or lzirbel@flgadistrict.org

Name: _____
 Address: _____
 City, ST, Zip: _____
 Congregation: _____
 Cong. City/ST: _____
 Please make reimbursement to _____ self; or _____ Church.
 Phone: _____ Email: _____

Status <input type="checkbox"/> Pastor - serving a congregation(s) in the FL-GA District <input type="checkbox"/> Pastor - serving a congregation(s) in another District <input type="checkbox"/> Retired Pastor - served in the FL-GA District 5(+ years) <input type="checkbox"/> Retired Pastor - served in another District _____ <input type="checkbox"/> /DCS/DCE/DCO _____ <input type="checkbox"/> Other (Specify) _____

Reimbursable Expenses

Travel Expenses of "Active" Pastors/Vicars (Auto):

For those traveling by auto the reimbursement for mileage is \$0.30/mile; additional riders (excluding family members) add \$0.20, provided your congregation has paid their conference assessment.
 NOTE: Additional riders in a van may be listed on back.

Round Trip Miles: _____ @ 0.30 per mile = \$ _____

Name(s) of Additional Riders:	Position (Pastor, Vicar, DCE, etc.)		Miles	@ \$0.20 per mile = \$	
1. _____	_____		_____	@ \$0.20 per mile = \$	_____
2. _____	_____		_____	@ \$0.20 per mile = \$	_____
3. _____	_____		_____	@ \$0.20 per mile = \$	_____
4. _____	_____		_____	@ \$0.20 per mile = \$	_____

Total Auto Travel Reimbursement Request: \$ _____

Travel Expenses of "Active" Pastors/Vicars (Airfare):

Airfare is reimbursed at 14-Day advance purchase, coach rate provided your congregation has paid their conference assessment.
 Please attach copy of your receipt.

Total Airfare Reimbursement Request: \$ _____

Emeritus Pastors (who have served in the FL-GA District for five or more years) may receive one night lodging.

Note: If you are serving (called and installed) in a congregation (e.g. Interim) and the congregation has paid their conference assessment, you may receive travel equalization but then not this night's lodging (an individual cannot receive both).

Check this box if you are retired and requesting reimbursement for one night's lodging, please attach receipt

Total Lodging Reimbursement Request: \$ _____

Signature: _____ Date: _____

Shaded boxes are for Treasurer use only	Form Received:	Amount:	Check #:	Date:	Date Mailed:	Audit:
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