

# 2024 Educators Conference

September 25-27, 2024  
Daytona Beach Hilton  
Daytona Beach, FL

If you have any questions regarding this form, please contact Cindy Hammerstrom at 407-258-5042 or [chammerstrom@flgadistrict.org](mailto:chammerstrom@flgadistrict.org).



## Travel Equalization Form

**AUTO TRAVEL** 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 \$0.30 per mile X distance to and from Daytona X total staff attending/4.

How many staff attended the 2022 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 Daytona?  X 2 =  "c"

Multiply "c" by \$.30 =  "d"

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

**AIR TRAVEL** 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			

**Total Equalization Reimbursement**

Email this form to: [chammerstrom@flgadistrict.org](mailto:chammerstrom@flgadistrict.org)

**Make check payable to:**

Church/School Name

Address

City, State, Zip