

Travel Equalization



The Florida-Georgia District, LCMS, Fall Pastors' Conference Hilton Daytona Oceanfront Resort - Daytona Beach, FL | September 22-24, 2025

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, 2025 . 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.

Status

- ☐ Pastor - serving a congregation(s) in the FL-GA District
☐ Pastor - serving a congregation(s) in another District
☐ Retired Pastor - served in the FL-GA District 5(+) years
☐ Retired Pastor - served in another District _____
☐ /DCS/DCE/DCO _____
☐ Other (Specify) _____

Phone: _____ Email: _____

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. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

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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