

# SYNOD ASSEMBLY TRAVEL VOUCHER

(one per congregation)

Completed by a Voting Member within the Synod area traveling over 100 miles round trip.

Since **reimbursement** (for voting members only, not visitors) is to be to the congregation, one voting member is asked to submit a completed voucher for the congregation.

Traveling expenses are paid at the **rate of 15 cents per mile** in excess of 100 miles to and from the Assembly site. In addition, 2 cents per mile is available for each voting member **from another congregation who rides in the same vehicle**. (This does not mean 2 cents per person in the vehicle from your own congregation).

Please print: Congregation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Official voting members from another congregation as passengers:

Names: 1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

Their Congregation/City: \_\_\_\_\_

Total Round-trip mileage from your  
congregation/location to Assembly site \_\_\_\_\_ *line 1*

Now subtract 100 miles - 100

Total miles to be reimbursed = \_\_\_\_\_ *line 2*

Computation: \_\_\_\_\_ x .15 = \$ \_\_\_\_\_ *line 3*  
(*line 2*)

Additional passengers (voting members from another congregation/parish):

\_\_\_\_\_ x .02 = \$ \_\_\_\_\_ *line 4*  
(*line 2*)

**TOTAL CLAIM:** \$ \_\_\_\_\_  
(add line 3 & line 4)

\_\_\_\_\_  
Signature of person submitting voucher

*Travel equalization checks will be mailed to above address after Assembly.*

PLACE IN THE BOX LOCATED AT THE EXIT OF THE ASSEMBLY FLOOR AS YOU LEAVE SUNDAY