



REIMBURSEMENT INFORMATION

Walking Toward Oneness
2011 Northwest District
All Church Workers Conference
October 18-21, Seaside, Oregon

Reimbursement of round trip travel expenses shall be made to all professional church workers only if they have properly registered and paid all registration and assessment fees.

Guests will not have travel or meal expenses reimbursed. We ask that you schedule your transportation with good stewardship in mind. Carpooling is encouraged whenever possible. Groups whose travel includes both air and rental car are asked to schedule their travel so that mileage to/parking at the airport and rental cars to get to Seaside are kept to a minimum.

1. Travel by personal automobile will be reimbursed at 14.0 cents per mile. If you rent a car, only your rental fee and gas cost will be reimbursed. (original receipts are mandatory)
2. Travel by AIRPLANE (receipts are mandatory) will be reimbursed at:
 - Round trip air coach fare shall be allowed from the nearest airport serving a commercial airline connection to Portland International Airport.
 - Participants are encouraged to be good stewards and to plan ahead to get the most economical fares available. The airline voucher may be submitted to the District Office for reimbursement prior to the conference.
 - Travel expense incurred in reaching the airport shall be reimbursed.
3. Only one meal will be provided at the conference (Thursday Box Lunch). "Meals on your own" will be reimbursed for **actual** out of pocket costs. Meal reimbursement total will not exceed \$45 for the entire conference. **Original receipts are mandatory** for reimbursement. Seaside has many affordable restaurants within walking distance of the Convention Center.

You have the opportunity to donate your conference expenses to help support the missions and ministries of the Northwest District by checking the box at the bottom of the expense form.

Please Attach Original, Itemized Receipts

Please complete expense voucher on reverse side
(Be sure to keep a complete copy for your records)



EXPENSE VOUCHER

Walking Toward Oneness
 2011 Northwest District All Workers Conference
 Seaside, Oregon

Name of Participant _____

Name of Organization _____

Home Address _____

City, State, Zip _____

Phone Number: Home _____ Office/School _____

Personal Vehicle: Miles Driven (Round Trip) _____ x rate .14 _____ = Total \$ _____

Rental Car Fee & Gas (attach original receipts) \$ _____

Plane Fare (attach receipts) \$ _____

Airport Parking \$ _____

Other Expenses (please describe) _____ \$ _____

Meals – (attach original, itemized receipts – Total for conference not to exceed \$45)

Tues. Oct 18 th	Wed. Oct 19 th	Thurs. Oct 20 th	Fri. Oct 21 st

TOTAL MEALS \$ _____ (Not to Exceed \$45)

Total Reimbursement Requested \$ _____

Make Check Payable to: _____

Participant Signature: _____

I would like to donate my expenses to the Northwest District

**Submit Expense Forms at the Information Desk of the Convention Center
 while at the conference or mail to the
 District Office, Attn: Brynn, 1700 NE Knott Street, Portland, OR 97212
 (Be sure to keep a complete copy for your records)**