



# TRAVEL REIMBURSEMENT INFORMATION

## 62nd District Convention

### The Northwest District of the Lutheran Church - Missouri Synod

June 18-20, 2009

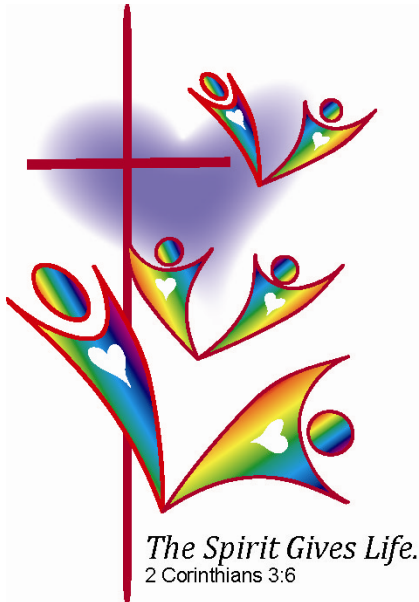
**Reimbursement of round trip travel expenses shall be made to Voting Pastor and Lay Delegates and all other Advisory delegates, only if they have properly registered and paid all registration and assessment fees.**

1. Travel by AUTOMOBILE will be reimbursed at 14.0 cents per mile (not to exceed 300 miles one way). For each additional registered convention participant in the driver's vehicle, the driver will receive an additional \$.07 per mile.
2. Travel by AIRPLANE (over 300 miles one way) will be reimbursed at:
  - A. Round trip air coach fare shall be allowed from the nearest airport serving a commercial airline connection to Portland International Airport.
  - B. Delegates 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 Convention.
  - C. Travel expense incurred in reaching the airport shall be reimbursed.
  - D. Light rail (MAX) service from Portland International Airport to the Lloyd Center Doubletree Hotel and Oregon Convention Center will be reimbursed.

### **Receipts are required for reimbursement – please attach**

**NOTE:** Pastors of parishes not yet organized shall include their Convention registration expenses on the regular mission voucher. Campus, Institutional Chaplains, and others on the District payroll are to charge their respective expense account for the registration fee only. Travel expenses are to be reimbursed with this travel voucher.

**Please complete Voucher on reverse side:**



# CONVENTION TRAVEL EXPENSE REIMBURSEMENT VOUCHER

## 62nd District Convention

### The Northwest District of the Lutheran Church - Missouri Synod

**June 18-20, 2009**

Congregation \_\_\_\_\_ City/State \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Number/ Home \_\_\_\_\_ Office \_\_\_\_\_

MILES DRIVEN (Round Trip) \_\_\_\_\_ x rate \_\_\_\_\_ .14 \_\_\_\_\_ = Total \$ \_\_\_\_\_  
(not to exceed 600 miles)

Additional riders in vehicle \_\_\_\_\_ x rate \_\_\_\_\_ .07 \_\_\_\_\_ = Total \$ \_\_\_\_\_

PLANE FARE (over 300 miles one way only) *(attach receipts)* \$ \_\_\_\_\_

OTHER EXPENSES (please describe) \_\_\_\_\_ \$ \_\_\_\_\_  
*(attach receipts)*

**TOTAL REIMBURSEMENT: \$ \_\_\_\_\_**

MAKE CHECK PAYABLE TO: \_\_\_\_\_

SIGNED: \_\_\_\_\_

**You may submit Travel Expense Reimbursement Vouchers at the Convention  
Information Desk at the Oregon Convention Center**

or mail to:

**Northwest District LCMS  
Convention Reimbursement  
1700 NE Knott St.  
Portland, OR 97212**

**No later than July 30, 2009**

**(TRAVEL REIMBURSEMENT INFORMATION ON REVERSE SIDE)**