

## **TRAVEL EXPENSE POLICY DISTRICT CONVENTION**

The Northwest District will reimburse reasonable costs associated with transportation to and from the convention. **Reimbursement of round trip travel expenses shall be made to Voting Pastors, Lay Delegates, and all other Advisory delegates, only if they are properly registered and all registration and assessment fees have been paid.** The following guidelines have been established for this convention:

- Travel by AUTOMOBILE will be reimbursed at a rate of \$.14 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.
- Travel by AIRPLANE (over 300 miles) will be reimbursed from the nearest airport serving a commercial airline connection to Portland International Airport. 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 convention.

Here are some examples of airfare as of March 31, 2009, for destinations over 300 miles one way:

Spokane	\$102 - \$135
Boise	\$102 - \$135
Anchorage	\$533

- Reasonable costs associated with the delegate's travel, such as meals while traveling, parking fees at the airport and/or convention center, will be reimbursed to the delegate provided receipts are provided. **No reimbursement will be made without a receipt.** Portland's light rail (MAX) system provides an efficient and economical method of transportation from the airport to the hotel and convention center; the cost of your tickets will be considered a travel-related expense reimbursed by the District.
- Meals and incidental expenses are the responsibility of the congregation and will be reimbursed by the congregation accordingly. There are a variety of restaurants within easy walking distance near the convention center or adjacent to the hotel in the Lloyd Center area. Again, we encourage delegates to be good stewards.