



REIMBURSEMENT INFORMATION

The Great Salt Gathering
2008 Northwest District
Professional Church Workers Conference
November 11-14, 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.

1. Travel by AUTOMOBILE will be reimbursed at 14.0 cents per mile. For each additional registered participant in the driver's vehicle, the driver will receive an additional \$.07 per mile. You must list those riders on your expense form. If you rent a car, only your rental fee and gas cost will be reimbursed.
2. Travel by AIRPLANE 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 (Wednesday banquet). All other meals will be "on your own" and will be reimbursed on a per diem basis. **Actual** meal expenses will be reimbursed and total should not exceed \$25/day. **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 Receipts and/or Copies of Bank Card Receipts

Please complete expense voucher on reverse side



EXPENSE VOUCHER

The Great Salt Gathering
 2008 Northwest District Professional Church Workers Conference
 Seaside, Oregon

Name of Participant _____

Address _____

City, State, Zip _____

Phone Number/Home _____ Office/School _____

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

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

Names _____

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

Plane Fare (attach receipts) \$ _____

Airport Parking \$ _____

Airport Shuttle Service \$ _____

Other Expenses (please describe) _____ \$ _____

Meals – **receipts required** (not to exceed \$25/day)

Nov 11 th	Nov 12 th	Nov 13 th	Nov 14 th

TOTAL MEALS \$ _____

TOTAL DUE \$ _____

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**