

Into The World  
 2008 Florida-Georgia District LCMS President's Convocation  
 September 24-26, 2008



Travel Equalization Form

**AUTO TRAVEL**

One check will be issued to cover travel equalization for the entire staff. It is the responsibility of the congregation/school to reimburse the individual staff members for the amount due them. Equalization is based on **\$0.30 per mile x distance to and from Daytona Beach x total staff attending divided by FOUR.**

Make Check Payable to: **Church or School** NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Equalization Rate:

1. How many staff attended the President's Convocation? \_\_\_\_\_ (a)
2. Divide answer (a) by 4 and round to next whole number = \_\_\_\_\_ (b)
3. How many miles is it from your church to Daytona Beach? \_\_\_\_\_ X 2 = \_\_\_\_\_ (c)
4. Multiply "c" by \$.30 = \$ \_\_\_\_\_ (d)
5. Multiply Answer "d" times answer (b) to get your Equalization Amount: = \$ \_\_\_\_\_

**AIR TRAVEL:**

One check will be issued to cover travel equalization for the entire staff. It is the responsibility of the congregation/school to reimburse the individual staff members for the amount due them. Air travel equalization covers the airline tickets only. Churches/Schools located more than 350 miles from the site of the Convocation are eligible for air travel equalization. Reservations must be made **21 days or more** before travel date. Airline receipts **MUST** be attached.

Make Check Payable to: **Church or School** NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Airline used:	Cost per Ticket	Number of tickets purchased	Total cost
<b>Total Air Equalization:</b>			

Send completed form to: Mrs. Kathy Keene, Finance & Administration  
 Florida-Georgia District LCMS  
 7207 Monetary Drive  
 Orlando, FL 32809-5753

Or fax to: **407-857-5665**

**Acct. No. 73700110 - 9**