

Rocky Mountain Synod Assembly Travel Equalization Grants

Travel equalization grants are available for congregations more than 150 miles away (300 round trip). Since virtually all in attendance incur travel expense, the equalization funds are not intended to cover 100% of the cost of travel.

The deadline to submit forms is **TWO WEEKS AFTER THE CONCLUSION OF THE ASSEMBLY**. Travel will be reimbursed at the cost of a 21-day-in-advance airline ticket or auto mileage at .25 a mile, whichever is less. If more requests are received than funds are available, it may be necessary for the grants to be reduced by a uniform percentage. Send the form to Rocky Mountain Synod, 7375 Samuel Drive, Denver, CO, 80221 or fax it to 303.339.4744, or scan and email to cheryl_almquist@rmselca.org

The following guidelines apply:

1. Travel equalization fees are included in the total registration fee for the assembly. Travel may be by any reasonable means of transportation: air, car, bus, train, etc.
2. The total reimbursement per congregation shall not exceed the combined lowest airfare for the total number of voting members for the congregation. (Lowest airfare is based on a minimum 21 day advance purchase and lowest seat price available)
3. Each congregation will receive .25 per mile, or an appropriate mileage reimbursement determined by that year's Assembly Planning Committee. It is expected that voting members will car pool. A two car limit is allowed for mileage reimbursement. Expenses for meals and lodging during travel will be at the individual or congregation's expense.
4. The synod cannot cover additional travel expenses incurred because of pastoral emergencies.
5. All requests must be received with **TWO WEEKS OF THE CONCLUSION OF THE ASSEMBLY**.
6. The check will be made payable to the Congregation

Congregation Name & Address: _____

20__ Assembly (year) _____

Names of Voting Members:

AIR TRAVEL REIMBURSEMENT

The travel reimbursement is provided at the lowest reasonable airfare based on a 21-day advance purchase. Voting members who choose to book higher fares will be reimbursed at the least expensive fare. Please submit a copy of the airline ticket receipts with this form.

Number of voting members who traveled by air: _____ x airfare \$ _____ = \$ _____ TOTAL

DRIVING REIMBURSEMENT

AUTOMOBILE # 1

Multiply mileage rate \$.25 x round trip miles traveled _____ = \$ _____

Minus standard deduction for first 300 miles _____ - \$ 75.00

Reimbursement \$ _____

AUTOMOBILE # 2

Multiply mileage rate \$.25 x round trip miles traveled _____ = \$ _____

Minus standard deduction for first 300 miles _____ - \$ 75.00

Reimbursement \$ _____

AUTOMOBILE # 1 _____ + **AUTOMOBILE # 2** _____ = **TOTAL AUTO** \$ _____