

Guidelines for Alaska Synod Assembly Travel Reimbursements

1. Airline tickets must be booked by the synod office at least three weeks before the assembly. They will not be reimbursed.
2. For those on the road system, travel mileage will be reimburse @ 20 cents per mile for travel to and from the assembly only.
3. Any airline change fees will be your responsibility.
4. Reimbursement requests must be submitted with 30 days of the end of the synod assembly.
5. Alaska Synod Assembly voting member travel is reimbursable by the Synod.

Name _____

Voting Member from _____ Church

Mileage _____ Round Trip @ \$.20 per mile = \$ _____

Date _____

Submitted by _____

Phone # _____

Mailing Address _____
