

# 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. Any airline change fees will be your responsibility.
3. For those on the road system, travel mileage will be reimburse @ 14 cents per mile for travel to and from the assembly only.
4. See <https://www.irs.gov/tax-professionals/standard-mileage-rates> for information on mileage rates from the IRS.
5. Alaska Synod Assembly voting member travel is reimbursable by the Synod. Reimbursement requests must be submitted with 30 days of the end of the synod assembly.

Name \_\_\_\_\_

Voting Member from \_\_\_\_\_ (church)

Your Phone Number \_\_\_\_\_

Your Full Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Date(s) of Travel \_\_\_\_\_

Mileage \_\_\_\_\_

Total reimbursement request @ \$.14 per mile = \$ \_\_\_\_\_