

Guidelines for Alaska Synod Council Travel Reimbursements

1. Airline tickets will be reimbursed at the rate in effect 21 days before the synod council meeting begins or the actual rate whichever is the lesser amount. (Have the Synod office book your tickets)
2. For those on the road system, travel will be reimbursed; either mileage @ 14 cents per mile or the actual airline amount (in accordance with #1 above), whichever is the lesser amount.
3. Reimbursement requests must be submitted with 30 days of the end of the synod council meeting.
4. Alaska Synod Council voting member travel is reimbursable by the Synod.

Name _____

Voting Member from _____ Church

Mileage _____ Round Trip @ \$ _____ per mile = \$ _____
or

Airline Ticket \$ _____

Date _____

Submitted by _____

Phone # _____

A copy of the actual airline ticket bill must be attached.