



**Synod of Alaska-Northwest**  
 1544 S. Snoqualmie St.  
 Seattle, WA 98108

**TRAVEL EXPENSE VOUCHER**

COMMITTEE/UNIT \_\_\_\_\_ PLACE \_\_\_\_\_ DATE \_\_\_\_\_

**PLEASE ITEMIZE AND ATTACH ALL RECEIPTS**

**TRAVEL:**

Car Miles (a) \_\_\_\_\_ @ \$.18 per mile \$ \_\_\_\_\_  
**OR** (b) vehicle's estimate MPG (min. 23) \_\_\_\_\_  
 (c) fuel consumed = (a) divided by (b) \_\_\_\_\_  
 (d) price/gallon paid (approx.) \_\_\_\_\_  
 (e) Line (c) times line (d) = \_\_\_\_\_ \$ \_\_\_\_\_  
 Train \_\_\_\_\_ \$ \_\_\_\_\_  
 Plane \_\_\_\_\_ \$ \_\_\_\_\_  
 Bus \_\_\_\_\_ \$ \_\_\_\_\_  
 Car Rental \_\_\_\_\_ \$ \_\_\_\_\_

**HOTEL** \_\_\_\_\_ \$ \_\_\_\_\_

**MEALS** \_\_\_\_\_ \$ \_\_\_\_\_

**MISCELLANEOUS** \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**EXPENSES FOR:**

**Your Name** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Approved by** \_\_\_\_\_  
(committee/unit/staff signature only)

**PAY TO: (please print)**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_

**Explanation or Detail or Instructions:**

**DO NOT WRITE BELOW THIS LINE**

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For use by the Synod Office of Financial Services

Account Number \_\_\_\_\_ Payment made by \_\_\_\_\_ Date \_\_\_\_\_

## REIMBURSEMENT OF EXPENSES

It is the policy of the Synod to pay reasonable and necessary expenses incurred by elected members and authorized individuals who attend approved functions of the Synod of Alaska-Northwest. It is also the policy of the synod to arrange meetings as economically as possible.

## TRAVEL EXPENSE VOUCHERS

Expenses incurred are reported on a **Travel Expense Voucher** provided for those traveling at the expense of the Synod of Alaska-Northwest. **All receipts MUST accompany your voucher.**

## TRANSPORTATION

**Air Fare:** Please make your own flight arrangements, online or by phone. Reimbursement will be made on the basis of the lowest coach fare available. If you obtain your ticket through an airline mileage plan, **you may request a donation receipt for the value of the ticket. Cash reimbursement will only be given for money actually paid out.** If you are unable to make travel arrangements on your own, please contact the office and someone will assist you.

**Airline tickets must be purchased no later than 14 working days prior to the meeting date for the Synod to pay your airfare. The lowest reasonable airfare available must be purchased.**

**Car:** Reimbursement will be made on the basis of **18 cents per mile, PLUS 2 cents per mile for each additional member riding with another member.**

**Car Rental:** Reimbursement will be made considering other competitive rates available. The rental must be deemed necessary and be available to provide transport to others for the same meeting/function. Reimbursement will be only for the term of the meeting. All other costs will be born by the renter.

## HOTEL

- **Reservations:** made and guaranteed by the synod office.
- **Cancellation deadline is 24 hours prior to date of reservation.** Failure to give the Synod Office timely notice of canceling a room reservation results in relieving the Synod of responsibility for payment, and requires the individual who requested the room to assume responsibility for penalty payment.
- **Check-out procedure:** check the bill for accuracy, pay for personal charges (phone, laundry, room services, etc.) and sign the bill. The synod will receive a direct bill for the room charges.
- **Lodging and meals required for other than meeting purposes will be assumed by the individual.**
- **Reservations** made other than through the Synod Office, are reimbursable **up to the contracted rate the Synod has with the hotel used when we make the reservations plus tax**, or the actual expense, whichever is less.

## MEALS

Maximum per dieum meal allowances, including tax and gratuity:

<b>breakfast.....</b>	<b>\$ 10.00</b>
<b>lunch.....</b>	<b>14.00</b>
<b>dinner.....</b>	<b>22.00</b>

Expenses incurred for entertainment (such as theatre, alcoholic beverages, sports, sightseeing, etc.) are not reimbursable.

## OTHER

Vouchers are processed through the synod finance office. Expense checks should be received within two weeks following receipt of expense voucher.

In all cases regarding dispute over allowable voucher expense, the decision of the moderator of the particular synod committee/unit shall be final.