

# TRAVEL EQUALIZATION VOUCHER

Mail to: SOUTHEASTERN DISTRICT-LCMS  
 6315 Grovedale Drive  
 Alexandria, VA 22310-2501

For SED Office Use	
Date Paid:	_____
Check #:	_____
Post to:	73710-713

**QUALIFYING FOR REIMBURSEMENT:** SED Travel Equalization provides minimum reimbursement for travel (mileage only) to approved District events for official delegates of congregations that have contributed to the fund prior to the event listed below and to retired pastors. The driver may claim reimbursement at \$.14 cents per mile for round trips of 50 miles or more and \$.08 cents per mile for each qualifying passenger.

Roundtrip rail, plane or bus fare is reimbursed at .14 cents per mile. A ruling of the Board of Directors permits reimbursement on actual cost basis for air travel when one-way travel is 450 air miles or greater and travel is performed by air in lieu of automobile mileage at the prescribed rates. Attach a copy of the ticket to this voucher. (Ref: SED OM, Section 320)

CONFERENCE:

LOCATION:

DATES OF EVENT:

**INSTRUCTIONS:** Refer to listing on the back of this form and circle your congregation. Each passenger's congregation must also be listed. Print clearly, especially when filling in information for driver's name and address.

DRIVER'S CONGREGATION:

CITY & STATE

P = PASTOR T = TEACHER D = DELEGATE

OTHER MEMBERS OF THE SAME HOUSEHOLD ARE NOT QUALIFYING PASSENGERS.

P/T/D	DRIVER/PASSENGERS	RT MILES	RATE/MILE	AMT CLAIMED
	DRIVER: ST ADD: CITY/ST/ZIP:		\$.14/MILE	\$
	PASSENGER 1: PICKUP LOCATION: CONGREGATION		\$.08/MILE	\$
	PASSENGER 2: PICKUP LOCATION: CONGREGATION		\$.08/MILE	\$
	PASSENGER 3: PICKUP LOCATION: CONGREGATION		\$.08/MILE	\$
	PASSENGER 4: PICKUP LOCATION: CONGREGATION		\$.08/MILE	\$
	PASSENGER 5: PICKUP LOCATION: CONGREGATION		\$.08/MILE	\$
TOTAL CLAIMED FOR MILEAGE REIMBURSEMENT				\$

**OR,** roundtrip rail, plane or bus fare (not to exceed \$.14 mile), actual cost of air travel 900 miles roundtrip or greater. (Attach copy of ticket.)

\$	
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CONGREGATIONS & SCHOOLS WHO HAVE PAID INTO TRAVEL EQUALIZATION FOR 2017 (as of 11.07.2016) czp

Congregation/School

Congregation/School (Continued)

- Automobile drivers receive 14 cents per mile and 8 cents per mile for each passenger who is a qualifying pastor, teacher, or delegate to specified SED events.

- To qualify, the driver and the passengers' congregations must have contributed to the Travel Equalization Fund prior to the event.

Driver:

- Circle your congregation.
- Also circle the congregation/school for each passenger.
- If a congregation and/or school is not listed, that means that they are not participating in the Travel Equalization Fund for 2016. Therefore, in accordance with OM-320, the participant from that congregation cannot be claimed as part of the reimbursement.