

2017 NATIONAL CONFERENCE – TRAVEL SUBSIDY

The Conference Services Committee established the following policy to assist local churches with their pastor and lay delegate travel costs to National Conference. This policy is in effect regardless of the location or venue of the National Conference. The following has been approved:

1. National Conference travel reimbursement will take effect beyond a 350 mile radius from the seat of the National Conference, with automobile mileage granted at the standard IRS rate. (Each local church is to assume the first 700 miles of automobile travel expense. The National Conference will reimburse for mileage over 700 miles.)
2. For those commuting by automobile beyond a 350 mile radius of the seat of National Conference, housing costs up to \$75 per night per room (two nights round-trip) will be reimbursed by the National Conference. The National Conference will reimburse meal costs up to \$30 per person per day.
3. For those living beyond the 350 mile radius of the seat of the National Conference and traveling by airplane or train, the local church will be responsible for the first \$200 of round-trip costs. The National Conference will reimburse for costs beyond the \$200.
4. Spousal travel, meals, airplane & train tickets are not reimbursable.
5. Please attach receipts for all expenditures. Also please attach an internet driving directions (MapQuest, Google maps, etc.) for mileage reimbursement.

IF TRAVELING BY AUTOMOBILE:

Mileage beyond the 700 round-trip _____ X .535/mile = _____
Housing costs over \$75 (one night) or \$150 (two nights) = _____
Meals up to \$30 per person per day = _____
TOTAL REIMBURSEMENT = \$ _____

IF TRAVELING BY AIRPLANE OR TRAIN:

Round-trip costs over \$200 = \$ _____

NAME: _____

Send to: E.C. Church Center, c/o Brenda Long, 100 West Park Avenue, Myerstown, PA 17067