



**NORTH CENTRAL JURISDICTION
OF THE UNITED METHODIST CHURCH**

TRAVEL REIMBURSEMENT FORM

For Regular Delegates, First Reserves and NCJ Committee Members

Your Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-Mail: _____

Annual Conference: _____

ROUND-TRIP MILEAGE: _____

Mileage Rate = 30¢ per mile for the first voting delegate, plus
5¢ per mile for each voting delegate in your car

Names of voting delegates riding with you: _____

Round-Trip Mileage _____ x _____ ¢ = \$ _____
Rate for your car

Tolls (attach receipts) = \$ _____

Flight Reimbursement Request: = \$ _____

Parking at the Airport: = \$ _____

TOTAL = \$ _____

Your Signature: _____

*Notes: The NCJ does not pay for meals on the road. This is to be included in your per diem.
Parking at the Peoria Civic Center site is considered a per diem expense and will not be reimbursed.*

Flight Reimbursement Information: *Please refer to the flight policy in your per diem letter.
Requests for a flight reimbursement must be accompanied by a printout of your flight itinerary, including the price.
The NCJ does not cover baggage fees or other airline amenities, these are included in the per diem.
Parking at the airport is considered a reimbursable expense. You must present a receipt.*

You may return this form to NCJ Treasurer Rick VanGiesen during the current session, or after the session concludes by mail: Rick VanGiesen, PO Box 19207, Springfield, IL 62794-9207; by FAX: 217-529-4107 or by e-mail:

RVanGiesen@igrc.org