



Travel Equalization Reimbursement Request Form

The travel equalization fund exists to help offset the cost of travel for attending district conferences, conventions, and other meetings as approved. **Please provide receipts or appropriate documentation** for the expenses as listed here (for example: car rental, gas, airfare, lodging, mileage).

This form must receive approval from the applicant's Circuit Pastor,
then submit it to the District Secretary (sconfsec@gmail.com).

Applicant: _____

Date of event: _____

Type of expense and amount:

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

4. _____ \$ _____

5. _____ \$ _____

Total: \$ _____

Amount requested: \$ _____

Make the payment payable to:

Address for sending payment:

Applicant's signature: _____

Date: _____

Circuit Pastor approval: _____

Date: _____