



# TRAVEL EXPENSE VOUCHER

Date \_\_\_\_\_

Payable to \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Purpose of trip \_\_\_\_\_

Travel from \_\_\_\_\_ to \_\_\_\_\_

One way \_\_\_\_\_ Round trip \_\_\_\_\_

Air fare (reimbursement only for special fare or 14-day advance fare) ..... \$ \_\_\_\_\_

\_\_\_\_\_ miles by personal auto @ 70 ¢ per mile ..... \_\_\_\_\_

(Complete as needed - mileage per passenger may vary)

\_\_\_\_\_ miles with additional authorized passenger @ 4¢ extra per mile per person \_\_\_\_\_

\_\_\_\_\_ miles with additional authorized passenger @ 4¢ extra per mile per person \_\_\_\_\_

\_\_\_\_\_ miles with additional authorized passenger @ 4¢ extra per mile per person \_\_\_\_\_

Lodging \$ \_\_\_\_\_ Meals \$ \_\_\_\_\_ ..... Total \_\_\_\_\_

Miscellaneous expense (itemize): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total ..... \$ \_\_\_\_\_

**Please attach all receipts and keep a copy for your records.**

- Please reimburse me for above.
- Please direct my reimbursement as a contribution to Texas Partners In Mission, Texas District - LCMS, and send me a contribution receipt.

I certify this is a correct statement of expenses incurred on behalf of the Texas District - LCMS

**FOR OFFICE USE ONLY**

ACCOUNT	AMOUNT

\_\_\_\_\_  
Traveler's signature

\_\_\_\_\_  
Approved by

Texas District, The Lutheran Church - Missouri Synod  
 1221 Satellite View  
 Round Rock, Texas 78665  
 Telephone: 512 926-4272 ☐ 800-951-3478  
 FAX: 512-926-1006

## TRAVEL REIMBURSEMENT POLICY FOR TEXAS DISTRICT STAFF/BOARD/COMMISSION/COMMITTEE MEMBERS

1. **Air Travel:** Utilize the airline with the lowest fare. Obtain tickets far enough in advance to take advantage of super-saver fares. The District will reimburse only special fares or the 14-day advance fare. Extenuating circumstances may be considered on a case-by-case basis. The District will also reimburse non-refundable tickets that are unused due to unavoidable circumstances. The District will not reimburse optional add-ons such as Early Boarding, Preferred Seating, or Extra Bags. A copy of the airline ticket should be submitted with the travel voucher.
2. **Auto Travel:** Travel by means of personally owned automobile is reimbursed at the rate of 70¢ per mile, with 4¢ extra/mile for each additional authorized passenger traveling in same vehicle. Normally, when round-trip air fare and related expenses are significantly less than round-trip auto reimbursement, round-trip air fare will be paid.
3. **Motel/Hotel:** When making your own hotel/motel arrangements, be cost conscious. When making reservations, request the lowest rates (weekend, super-saver, special, AARP, AAA, etc.). Lodging statement should be included when submitting reimbursement voucher. Check with the District Staff member responsible for your meeting for specific arrangements.
4. **Meal Reimbursement:** General guideline: Try to keep expenses reasonable, not exceeding \$30 per 3-meal day. Meal receipts should normally be included when submitting reimbursement voucher.
5. **Austin Airport to/from District Office:** Make arrangements with the Manager of Administrative Services (or the secretary of the department whom you are serving) for airport pickup and return or take a taxi. Car rental must have prior approval by the Staff member of the department you are serving.
6. **Travel reimbursement policy for a spouse accompanying staff/board/ commission/committee member for a conference or meeting.** The Texas District will pay:
  - a. Conference registration plus meal costs if spouse attends the sessions, subject to budgetary restraints of the specific board involved.
  - b. Hotel/motel cost for double occupancy.
  - c. Normally, air transportation costs for the spouse are not reimbursable. If spouse is specifically invited to attend a conference or meeting, the spouse's air transportation costs may be reimbursed, subject to approval by the Texas District President and to budgetary restraints of the specific board involved, in consultation with the responsible District Staff member.