

**ROCKY MOUNTAIN CONFERENCE
UNITED CHURCH
OF CHRIST**



**2008 Annual Meeting
Travel Equalization Request**

Complete this form and return to the box on the registration table, or mail it to:

Rocky Mountain Conference, UCC
1140 West 5th Avenue
Denver, CO 80204

Church Name: _____

Church Address: _____

City:State:Zip: _____

One-way mileage from church city to Annual Meeting site: _____

Names of Delegates attending Annual Meeting (Please indicate Clergy or Lay)

Submitted by: _____ Date: _____

Request Reviewed and Approved by: _____

Date: _____ Pay following amount: \$ _____

Rocky Mountain Conference, United Church of Christ

Travel Equalization Policy

The Board of Directors, at their regular meeting May 19, 1983 approved the following policy regarding equalization of travel expenses for attendance at Conference Annual Meetings. The need for some form of travel equalization was determined in conjunction with the Board's decision to hold Annual Meetings of the Conference on a rotation schedule providing for two meetings in Colorado front range churches for each meeting elsewhere in the Conference.

POLICY

The Board approves a policy of travel reimbursement for those churches requesting it, provided that mileage from the church to the Annual Meeting site is more than fifty (50) miles one way.

PROCEDURES

The maximum amount of reimbursement for which any church will be eligible will be based on the number of lay and ministerial delegates authorized in the bylaws of the Conference.

Churches located more than fifty (50) miles from the meeting site will be reimbursed for round trip mileage for the number of vehicles used in transporting delegates and ministers, not to exceed the number determined by applying the ratio of one vehicle for each four delegates. For example, churches authorized four or fewer delegates (including serving pastors) will be authorized round trip mileage for one vehicle; churches transporting five to eight delegates as above will be authorized a maximum reimbursement for two vehicles; churches transporting more than eight, three vehicles, etc.

Reimbursement for those churches providing air transportation for delegates will be based on reasonable map round trip mileage for the number of vehicles as determined above.

Appropriate travel reimbursement will be mailed to the local church following the Annual Meeting.

How to Request Reimbursement

Make a note of your mileage as you travel to the meeting. A box will be available for completed forms, or mail to the Rocky Mountain Conference office:

Rocky Mountain Conference, UCC
1140 W. 5th Avenue
Denver, CO 80204