Cedar Center for Discipleship and Renewal at Forward Movement

Travel Expense Reimbursement Form
Discipleship Summit | October 27-30, 2026

Name ____

Mailing Address ____

Email ____

Phone ____

If flying:

Airfare $ ________________________

Airport Transport or Parking Stipend $ ________________________
($75.00 flat rate stipend per person)

If driving:

Personal car miles ____*X $0.725=* $ ________________________
OR
Rental car costs $ ________________________

Total Reimbursement Requested **$** ________________________

Regarding receipts: *We must receive a receipt for airfare purchase or rental car expenses to issue a reimbursement. Please send receipts to asuarez@forwardmovement.org.*

Regarding the purchase of airfare: *We ask that you try to keep airfare to a "reasonable" expense and that you purchase a refundable ticket. If the only ticket available is more than you would expect to pay for the ticket – or more than $750 – please reach out to Abby Suarez at asuarez@forwardmovement.org before purchasing to see if finding a better fare is possible. Please include any baggage fees when you purchase your ticket. Reimbursement is for Economy class only. If a business or first-class ticket is purchased, please request reimbursement only for the economy price of the ticket.*

____

Signature *Date*