



Domestic Mission
Evangelical Lutheran Church in America
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Transportation Information for the 2019 Convocation (July 29 - 31, 2019)

Dear Registrant of the 2019 Convocation of Teaching Theologians,

The ELCA is pleased to hear about your attending this year's Convocation themed "Unearned Privilege as Cheap Grace." Now that you've registered, please proceed with making your travel arrangements as early as possible. The least expensive means of domestic travel (flight, train, or mileage reimbursement with use of your own vehicle) to Quad Cities, Davenport, or Le Claire is paid for by the Evangelical Lutheran Church in America as an event sponsor. If flying is preferred, but more costly, the ELCA can offset your cost with the amount that would be paid for by mileage reimbursement (roundtrip between your home address and Augustana College in Rock Island, Illinois) which you supplement the offset with payment by your own credit card.

All ELCA sponsored air, train, and bus fare must be arranged for by contacting Pam Sullivan at [Direct Travel \(800\) 543-8016](tel:8005438016) or psullivan@dt.com. Only drivers are reimbursed for their costs through an expense report; air and other travel is not reimbursable. (Please note that car rentals are not a covered expense unless pre-approved by Javier Goitia; this option is allowable for purposes of sharing rides for two or more attendees when booked with Direct Travel and deemed the least expensive means of transportation per person.) When booking your travel, please provide Pam with the following...

- *Your full name*
- *Your birthdate*
- *Your email address*
- *Dates of travel (departure and return)*
- *Billing Code 30-293*
- *Your credit card for any amount greater than the allowable cost for travel*

You will be paying for your own ground transportation and any meals not included in your registration. If you are arriving by air or Amtrak, we suggest the most economical means of travel is by public commuter transportation. If you are driving, you may use the attached expense form for reimbursement of mileage, tolls, and parking necessary for attending the event between July 28th and 31st; all expense forms need to be submitted to Carol.Josefowski@elca.org before August 31, 2019.

Travel costs and reimbursement questions can be addressed by emailing Carol. Questions related to the event, registration, event parking, and/or ground transportation can be directed to The Association of Teaching Theologians.

We look forward to this year's Convocation and your participation,

Carol

*[Carol Josefowski, ELCA Coordinator, Support for Theological Formation Seminary Programs](mailto:Carol.Josefowski@elca.org)
Carol.Josefowski@elca.org*