



Pacific Southwest District
 1540 Concordia Drive East
 Irvine, California 92612-3203
 949-854-3232
 psd-lcms.org

2023 Synod Convention Reimbursement Form

Name:

Date Submitted:

Make Check payable to:	
Address	
City/State/Zip	

Reimbursements: <i>provide explanation of expense in this column</i>	Use this column to request reimbursement check	Use this column to specify in-kind contribution to the district
<i>Example: Airfare, Southwest, LGB-MKE</i>	<i>\$250</i>	
Total Amount in Donation (will receive tax receipt):		
Total Amount to be Reimbursed:		

*All Expenses must be supported by Original Receipts. Reimbursements will be disbursed based on published **Synod Convention Reimbursement Guidelines***

Delegate Signature: _____

Email Form & Receipts to convention@psd-lcms.org (Make sure to save the file locally to your device before returning it so to not lose your changes)

OR

Mail form & receipts to the District Office (address above), Attention: Synod Convention