

Expense Reimbursement Guidelines – 2019

As approved by Finance Department on: 9/10/19

Diocesan Council - 09-14-19

Standing Committee 9-10-19

These guidelines pertain to all elected or appointed committee members, and elected General Convention Deputies or alternates. Expenses must be submitted within 60 days of meeting/event for reimbursement and original receipts must accompany the request. ***If not submitted within 60 days, you will not be reimbursed.***

Lodging:

1. Hotel expenses shall be reimbursed up to the per diem rate found on the site below:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

2. Hotel expenses will be paid for those who are traveling 75 or more miles from home, unless prior approval of committee chair has been granted.
3. When air travel is required, and the airport is more than 75 miles from the individual's home town; post lodging late night (after dark) or pre lodging early morning (before daylight) may be reimbursed in the airport's city regardless of distance to individual's residence with prior approval by the committee chair or event coordinator. This also applies to traveling to the destination. The extra night may be needed in the departing city for an early flight.
4. Incidentals – movie rentals and dry cleaning (for a trip fewer than 5 days) are not reimbursed.
5. Pet fees for hotels are excluded from reimbursement.
6. Dry cleaning may be reimbursed for a trip lasting 5 days or longer.
7. Tips of up to \$5 per night for housekeeping staff may be reimbursed.

Meal Reimbursement:

1. Receipts must accompany reimbursements unless using per diem – use link below to determine:
 - a. <https://www.gsa.gov/travel/plan-book/per-diem-rates>
2. Wine and other alcohol are excluded from reimbursement.
3. Tips are included up to 20% of the meal cost, not including alcoholic drinks.

Travel Reimbursement:

1. The most economical means (coach fare) of transportation is expected and will be reimbursed.
2. When driving, mileage is paid for elected or appointed Diocesan volunteers at either 14 cents per mile, the current IRS mileage rate or actual costs with original receipt. Where appropriate, 1099s will be provided by the Diocese.

3. Airline tickets should be be purchased at least two weeks in advance. If the cost is more than driving prior approval by the Bishop or the Ecclesiastical Authority is required.
4. Carpool with other members from your area whenever possible.
5. If the volunteer, staff member, or deputy chooses to drive, they will be reimbursed at 14 cents per mile, the current IRS mileage rate, or actual gas expenses for the most direct route up to the amount of what the airfare would have cost. Motels and meals will be covered for car travel, only to the extent of the difference between the costs of car travel vs. airfare. Original receipts must accompany reimbursement.