

DIOCESE OF THE CENTRAL GULF COAST

TRAVEL / EXPENSE REIMBURSEMENT GUIDELINES

PURPOSE

The purpose of travel and expense reimbursement guidelines is to promote responsible use of, and accountability for, funds entrusted to the Diocese for its governance and mission. This document will provide you with the appropriate guidance for most expense reimbursement circumstances. However, if additional information or clarification is required, please contact the Diocesan Office prior to any travel.

WHO THIS COVERS?

The office policies and procedures outlined in this document cover both the lay and clergy of the Diocese while traveling for official business purposes. This includes members of Committees, Commissions, General Convention, Officers, Employees, Consultants and Volunteers of the Diocese.

UPDATES

This document will be reviewed and updated on a periodic basis as needed.

DESCRIPTION	VERSION	DATE
Initial Draft (D. Babcock)	Draft v0.1	March 12, 2015
Approved / Published	Version 1.0	April 21, 2015

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GENERAL GUIDELINES

- These guidelines are modeled on the Domestic and Foreign Missionary Society (DFMS) Guidelines for Official Travel; the Diocese attempts to align its expense guidelines with the DFMS guidelines where it can. Always check with the Diocesan Office prior to incurring an expense if you believe an expense reimbursement may be in question.
- All requests for reimbursement will need to be filed on a Travel and Expense Report and must be accompanied by original receipts or e-invoices for all expenses other than tips (a monthly credit card statement is not considered a receipt). All requests for reimbursement must clearly identify the dates, destination and the business purpose of the trip, meeting or expense. Travel and Expense Report forms are available from the Diocesan Office (and will be made available on the Diocesan website).
- Requests for reimbursement need to be submitted in a timely manner following completion of a trip or other such travel / expense activity. Please submit all reimbursement requests within 30 days of completion of the trip or processing may be delayed. The Diocesan Office will make every effort to reimburse you in a timely manner. However, your reimbursement may be delayed or denied if lacking the necessary documentation.
- Expenses that are generally subject to reimbursement: transportation, lodging, meals, and certain miscellaneous expenses.
- Expenses that are generally not subject to reimbursement include but are not limited to the following: spouse's travel expenses; dependent care, pet care, alcoholic beverages, supply clergy to substitute for clergy on official business, lost pay, use of frequent-flyer miles, additional travel insurance, unofficial (personal) entertainment, in-room movies, barber and beauty services, sightseeing, medical services, motor vehicle fines. "no show" charges, charge card late fees and expenses
- When an "approval in advance" for an expense is noted in these guidelines, this approval will be provided by the Diocesan Administrator and/or the Bishop.

AIR TRAVEL

- Reservations should be booked as early as possible to take advantage of advance purchase discounts. This is typically 21 days for travel within the U.S. and 21 to 60 days in advance for international travel. The cost for a twenty-one day advance purchase coach fare for a roundtrip flight will be the primary basis for determining reimbursement amounts. Any flight changes and additional costs after booking will be the financial responsibility of the traveler unless approved in advance.
- All trips will be booked as coach fares. Travelers may pay to upgrade their seats at their own expense. The expectation is that travel by the most cost effective route. Excessive airfare expense and additional flight segments will need to be paid out-of-pocket by traveler.

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- The Diocese will reimburse for one checked bag, if the airline charges for the first checked bag. The Diocese will not reimburse for additional baggage fees.
- Charges incurred for itinerary changes made outside of the guidelines or for the convenience of the traveler will not be reimbursed.

AUTOMOBILE TRAVEL

Allowances for Travelers Personal Vehicle Usage

- The rate of reimbursement is the current IRS rate plus tolls and parking fees. Receipts for tolls and parking fees must accompany requests for reimbursement (regardless of the dollar amount). Contact Diocesan Office for current rate or go to www.irs.gov
- Gasoline and oil are not reimbursable expenses in addition to this per-mile reimbursement; rather, they are a part of it.
- Total reimbursement shall not exceed the sum of direct airfare plus rebated ground transportation, except in situations where the use of an automobile, in lieu of another means of transportation, can be justified.

Allowances for Rental Car

- You must have the prior approval from the Diocesan Administrator in order to rent a car or van for official business travel
- The Diocese's insurance coverage protects against auto liability claims that arise when autos are used for church related activities. The Diocese is subject, however, to a deductible if its traveler is deemed the "at-fault" driver involved in the accident. To protect yourself and the Diocese to the maximum extent possible, the traveler should rent the car in the name of the Diocese, elect the collision damage waiver, and contact the Diocesan Office to obtain a certificate of coverage 2 weeks prior to rental.

LODGING

- The allowance for lodging will generally be equal to the standard business rate (determined by locality) at a moderately priced hotel.
- Individual Billing: You must pay your own hotel bill and submit your receipt for reimbursement. You may not charge the hotel bill of another person traveling on Diocesan business and expect reimbursement.
- Group Billing: If a group wishes to arrange hotel accommodations for members attending a meeting or conference, the Diocese will accept direct billing from the hotel. However, all individual charges (e.g. meals, telephone, etc.) will be paid by the traveler and be submitted through an individual Travel and Expense Report. A contract for group accommodations must be submitted at least 60 days in advance and will be reviewed by the Diocesan Treasurer and/or Chancellor.
- The Diocese will reimburse travelers for hotel rooms during the period of a scheduled meeting and any additional night required to accommodate public transportation schedules.

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MEALS

Allowances

- Travelers will be reimbursed for the actual amount spent for meals and beverages, not to exceed the U.S. Government's per diem rate for the U.S. locality. This information can be found at www.gsa.gov/perdiem or check with the Diocesan Office in advance as it does vary in different locations.
- In general, the following are recommended daily meal reimbursement amounts:
 - Breakfast - \$10; Lunch - \$15; Dinner - \$35
- The traveler may be reimbursed for entertaining a "guest of the Diocese" if such entertainment is for Diocesan business purposes and approved in advance (not after the fact). Reimbursement for meals included in entertainment expenses must be within the guidelines for individual meals.

Reimbursement

- Original receipts for all individual meals must be provided. Travelers will be reimbursed for the actual amount spent for meals and beverages; you may submit only your expenses for reimbursement.
- You may provide a note indicating your expense (eg. "\$x.00 for airplane meal") for modest-priced meals when no receipt is given and list it on your expense report.
- We request that you not expense alcoholic beverages. If you do, reimbursement for an alcoholic beverage will be made within per diem rates and must be included as part of a meal and included on the meal receipt
- Requests for reimbursement for each meal must be accompanied by a bill specifying as separate items food, alcohol, and tax. This is a requirement of the Internal Revenue Code.
- No reimbursement will be made for meals which are provided as part of the group arrangements for a meeting.
- When full or continental breakfast is included in the hotel rate, no reimbursement will be made for room service breakfast.

OTHER EXPENSES

- Modest incidental tips for service do not require receipts.
- Essential personal telephone calls (e.g., to your home) and Internet access charges are reimbursable on a reasonable basis. As most individuals now have cellular phone packages with unlimited calling, there is an expectation that such reimbursements will be minimal.
- On trips of five (5) or more days, the cost of necessary laundry services is reimbursable.
- If a shuttle service is provided by a hotel or conference center, we ask that you first attempt to utilize the service prior to use of a taxi.

TRAVEL ADVANCES

- Advances for official travel are available for those engaged in official travel for the Diocese.

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- To obtain a travel advance, you should submit your invoice or statement for an advance to cover reasonable expenses such as ground travel, lodging, and meals. All requests should be submitted as early as possible.
- Note: at the end of each calendar year, in accordance with IRS regulations, Form 1099 (Non-employee Compensation) will be issued by the Diocese in the amount of all travel advances for which an accounting has not been made to the Diocese.

Accounting for a Travel Advance

- You must submit the Travel and Expense Report (specifying the amount of reimbursement due or the unused funds being returned) with the following attachments:
 - An e-invoice or original airline ticket. An itinerary only will not be accepted.
 - A receipted hotel bill.
 - Receipts for all reimbursable meals, transportation, entertainment and miscellaneous expenses other than tips.
- Subsequent requests for travel advances will not be processed until proper accounting is received for all previous advances.

SUBMITTING A REIMBURSEMENT REQUEST

Reminder: All receipts must include the name of the vendor, date and dollar amount

Travelers seeking reimbursement must submit the following documentation along with their expense report:	
Airfare	Original receipt, e-invoice, or coupon showing proof of payment
Lodging	Complete hotel folio showing proof of payment
Car Rental	Rental car agreement including proof of payment
Meals / Entertainment	Charge/credit card receipt or cash register receipt (no restaurant tear tabs); or note indicating "\$x.00 for airplane meal" or for similar modest-priced meals when no receipt is given.

Please direct all requests for reimbursement to the Diocesan Office, Attn: Finance Admin.

Diocese of the Central Gulf Coast
PO Box 13330
Pensacola, FL 32591-3330

Phone: (850) 434-7337

Drop off location (Diocesan Office): 201 N. Baylen St., Pensacola, FL 32502