

The Domestic and Foreign Missionary Society

Guidelines for Official Travel

for Members of Committees, Commissions, Agencies and Boards of the General Convention;
the Executive Council of the General Convention; and Officers, Employees and Consultants
As of February 14, 2008

GENERAL GUIDELINES

- **Requests for reimbursement must be submitted immediately, or no later than forty-five (45) calendar days following completion of a trip or after incurring other travel and entertainment expenses.**
- Each properly documented request for reimbursement will be processed within ten (10) business days of receipt in the Controller's Department. Processing will be delayed for requests received more than 45 days after a trip or expense.
- All requests for reimbursement must be filed on the Travel and Expense Report and must be accompanied by **original receipts (or e-tickets or train and airline boarding pass stubs only if the fare is indicated) for ALL expenses other than tips. Summary credit card statements and other copies are not acceptable.**
- For control and audit purposes, exceptions to any policy relating to reimbursement may be approved only by the Treasurer or Controller.
- All transportation requires a receipt from a licensed transportation service (whether air, train, bus, taxi or limousine service).
- "Petty Cash" disbursements will *not* be used for travel advances or reimbursements.
- All requests for reimbursement must clearly identify the destination and the business purpose of the trip, meeting or expense.
- Travel and Expense Reports should be completed in a single currency only (preferably U.S. Dollars).

SPECIAL NOTE

Expenses that are not subject to reimbursement

The following are *not approved* for reimbursement: dependent care, pet care, supply clergy to substitute for clergy on official business, use of frequent-flyer miles, lost pay, a spouse's travel expenses, or alcoholic beverages. Exceptions may be made for alcoholic beverages for official entertainment.

MODE OF TRANSPORTATION

When you are travelling on official business, you should travel by the most expeditious route, which

will usually be by air. *However*, you may travel by personal automobile, train or bus when the situation warrants. *Requests for rental or owned auto travel* must be submitted in writing or by e-mail to, and be approved by, the accountable Department Head or Administrative Executive.

All travel for which reimbursement is sought must be provided through **licensed commercial carrier or your own vehicle.**

AIR TRAVEL

Fare

Fares should be booked at least fourteen days in advance whenever possible, or booked to take advantage of any other discounted fare available at the time. *All* trips should be booked as *coach fares*, unless approved in advance by the appropriate member of Management.

Charges incurred for itinerary changes made for the convenience of the traveler will not be reimbursed.

Travel Accident Insurance

- You are covered for accidents that occur during official business travel, as follows:
 - The Society's approved travel agent provides \$250,000 of Automatic Flight Insurance covering accidental death or dismemberment arising during a flight for which your ticket was issued by the Society's travel agent. This benefit is subject to an aggregate limit of \$10,000,000 for all covered losses arising from a single air travel accident.
 - The Society provides \$350,000 of additional Travel Accident Insurance covering accidental death or dismemberment occurring during all business travel. This coverage is independent of the travel agency's plan or any other collateral insurance. (For aircraft travel, this insurance is subject to an aggregate limit of \$3,500,000 if more than one insured person suffers a loss in a single incident).

Summary policy descriptions are available upon request from the Controller's Office.

Reimbursement

- When you claim reimbursement for air travel, you must **submit the original ticket stub** (or e-tickets

or boarding pass stubs only if the fare is indicated) **showing the full price of the ticket** attached to the appropriate Travel and Expense Report.

- Most airfares will be direct-billed to the Society by its travel agent. You must still report this travel on your Travel and Expense Report and include the receipt portion of the ticket (or the pink itinerary form, e-mail receipt, or check-in kiosk receipt only if the price and destination are indicated).
- A photocopy of the original ticket stub will not be accepted as documentation.
- You may charge and be reimbursed only for your own official travel. You will not be reimbursed for travel, lodging or meal expenses of a group or any other person(s).
- Arrangements for official travel by a group or any other person(s) must be made by our official travel agent, who will bill the Society directly. (See *Travel Agent*, below.)
- Because all travel reimbursement guidelines comply with the Internal Revenue Code, reimbursed out-of-pocket expenses for official travel will **not** be reported to the IRS as income.

AUTOMOBILE TRAVEL

Rented Vehicle Policy

Unless you are a Department Head or Administrative Executive, you must have the prior written approval of your Department Head or Administrative Executive in order to rent a car or van for official business travel. You are encouraged to check with various car rental agencies to determine the best rate available.

To protect yourself, as well as the Society, you **must take the collision insurance option** whenever you rent an automobile while on business.

Allowances for traveler's own vehicle

- 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).
- 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.

LODGING

Inside New York City

The Society has established corporate accounts with the Crowne Plaza at the United Nations (42nd Street and Second Ave.), the Millennium UN Plaza (44th Street between 1st and 2nd Avenues). Reservations must be made through Sherri Siegel Quinones, Meetings Coordinator (212) 716 6021, in the office of the Chief Operating Officer: 800-334-7626.

Outside New York City

The *allowance* will generally be equal to the *standard business rate* (determined by locality) at a moderately priced hotel.

Billing

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 Society business and expect reimbursement.** The Society will not reimburse you for such a charge.

Group Billing: If a group wishes to arrange hotel accommodations for members attending a meeting or conference, the Society will accept direct billing from the hotel for room, group catering and audio visual charges. All individual charges (e.g., room service, meals, telephone, etc.) must be submitted through an individual Travel and Expense Report. A *contract* for group accommodations must be signed by the Treasurer's Office at least 60 days in advance of the meeting or conference.

Length of Hotel Stay

The Society will reimburse travelers for hotel rooms during the period of a scheduled meeting and any additional night required to accommodate public transportation schedules. A traveler may be reimbursed for an extended stay *to the extent that the traveler can document* that the savings in transportation costs exceed the additional expense of extended lodging (e.g., the reduced fare for a weekend flight exceeds the additional hotel room charge).

MEETING SCHEDULING

To accommodate the schedules of both the clergy and lay members, we encourage committees and other bodies to consider using a combination of weekdays and weekends when scheduling meetings.

MEALS

Allowance

Original receipts for all individual meals must be provided. Suggested ranges for individual meals are \$6 to \$10 (Breakfast), \$6 to \$10 (Lunch) and \$35 to \$40 (Dinner). You may submit for reimbursement *only* your expenses. Please see *Miscellaneous Expenses*, below, for guidelines related to guests.

Reimbursement

- Requests for reimbursement for each meal *must* be accompanied by a credit card receipt or a receipted hotel or restaurant bill specifying as separate items food, alcohol, and tax. This is a requirement of the Internal Revenue Code.
- An accountable Department Head or Administrative Executive must approve a request for reimbursement for the entertainment of a guest/guests of the Society.

MISCELLANEOUS EXPENSES

Host/Hostess Gift

For a meal, or hospitality in lieu of hotel accommodations, a gift is permitted provided that its cost does not exceed that of a local restaurant (for a meal) or one night's hotel rate (for hospitality). For reimbursement, you must submit a receipt for the gift and note on it the name of the recipient.

Laundry and Valet Services

On trips of five (5) or more days, the cost of necessary laundry and valet services is reimbursable.

Nonreimbursable Personal Expenses

Personal expenses, which are *not* reimbursable, include in-room movies, unofficial (personal) entertainment, newspapers and magazines, as well as sightseeing.

Business Entertainment

The traveler may be reimbursed for entertaining a guest or employee of the Society if such entertainment is for business purposes and is pre-approved by a Department Head, Administrative Executive or Chair. Reimbursement for meals included in entertainment expenses must be within the guidelines for individual meals.

Telecommunications

Essential personal telephone calls (e.g., to your home) and hotel-connection Internet service are reimbursable on a reasonable basis.

Other Miscellaneous Expenses

When an in-hotel health facility is not included in the base hotel room charge, reimbursement will be payable up to \$10 per day. The separate charge must be clearly identifiable.

Modest incidental tips for service do not require receipts.

TRAVEL ADVANCES

Policy

Advances for official travel are available to all employees and members of Committees, Commissions, Agencies and Boards engaged in official travel for the Episcopal Church.

Because air travel is to be booked through the Society's approved travel agent on a direct billing basis, travel advances should be requested for essential anticipated expenses only.

Obtaining a travel advance

You should submit to the appropriate Department Head or Administrative Executive or the General Convention Office an invoice or statement for an advance to cover reasonable expenses such as ground travel, lodging, and meals.

You should allow ten (10) working days for processing; therefore, all requests should be submitted as early as possible.

Accounting for a travel advance

Immediately, or no later than forty-five (45) calendar days after your trip, 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 original airline, train or bus ticket or stub (to verify the cost of your ticket and ensure that it was actually used). An invoice or itinerary will *not* be accepted. This procedure must be followed even when travel has been directly billed to the Society.
- A receipted hotel bill. (If you elect not to stay at the official hotel designated for a meeting, you should submit a bill from your hotel; however, you will be reimbursed only for an amount equal to the group rate at the designated official hotel).
- Receipts for all meals, transportation, entertainment and miscellaneous expenses other than tips.
- **Subsequent travel advances**

Subsequent requests for travel advances will not be processed until proper accounting is received for all previous advances.

Exception

If only your airfare was prepaid, you may request an advance to cover other expenses for the same trip.

IRS Form 1099

At the end of each calendar year, in accordance with IRS regulations, Form 1099 (Nonemployee Compensation) will be issued by the Society in the amount of all travel advances for which an accounting has not been made to the Society.

TRAVEL AGENT

Policy

MTS Travel is the officially designated travel agent. The benefits of using this agent include very significant cost savings, upgrades, and other special features. You may book transportation via the Internet *only if* you can document that you can achieve savings of more than \$100 below the fare plus agency fee quoted by **MTS**. (We recommend that after obtaining an Internet fare quote you obtain a written quote from **MTS** should you elect to purchase the Internet option.) All exceptions should

be documented and fully explained on an accompanying note, ensuring that the arithmetic and calculations are clear.

All requests for travel must be authorized in advance. The pre-authorization form must be faxed to MTS Travel before tickets will be issued. A copy of the authorization form must be sent to the Controller's department. MTS Travel can be reached by PHONE: 800-526-6278 or FAX 973-680-1377.

Reimbursement

Requests for reimbursement for group travel for Members of Committees, Commissions, Agencies and Boards of the General Convention or Executive Council should be sent to Cheryl Dawkins, Staff Assistant, General Convention Office; (212-716-6145); all other claims to the Treasurer or to the staff person through whom the meeting arrangements were made. Any subsequent questions should be directed to June A. Victor in the Treasurer's Office (212-716-6077), or to Thelma Bailey in the Controller's Office (212-716-6292).