

# **The DFMS Travel Guidelines: Helpful Hints**

# Guidelines for Official Travel

## General Guidelines

- Submit requests for reimbursement immediately, or within 45 calendar days after completing a trip or incurring an official expense
- Use the Travel and Expense Report Form; complete in single currency; identify the destination and the business purpose of the trip or expense
- Submit **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
- Use licensed transportation services
- Properly documented requests will be processed within 10 business days of receipt in the Controller's Office

# Guidelines for Official Travel

## Expenses that are not approved for reimbursement

- Dependent care, pet care, supply clergy, lost pay, a spouse's travel expenses
- Certain personal expenses including in-room movies, unofficial (personal) entertainment, newspapers and magazines, sightseeing
- **Alcoholic beverages.** Exceptions may be made for alcoholic beverages for official entertainment

# Guidelines for Official Travel

## Mode of Transportation

- Use the official travel agency, currently MTS Travel
- Use the fastest mode, usually by air
- Rental or owned auto travel must be approved in advance
- Book early to take advantage of discounted fares
- Booked as coach fares, unless approved in advance by a member of Management

## Travel Accident Insurance

- \$250,000 of Automatic Flight Insurance through MTS
- An additional \$350,000 through the DFMS business travel insurance policy

## **Guidelines for Official Travel**

**What receipts should I present for reimbursement?**

**•Everything!**

**•Original ticket stub (or e-ticket, boarding pass stub, pink itinerary form, e-mail receipt, or check-in kiosk receipt only if the price and destination are indicated**

**•Most airfares are direct-billed to the DFMS by its travel agent. You must still report this travel on your T+E Report and include the receipt portion of the ticket**

**May I pay for someone else?**

**•No! You may charge and be reimbursed only for your own official travel**

## Guidelines for Official Travel

### Will I be subject to U.S. income taxes?

- **Not if you submit a T+E Report! The travel reimbursement guidelines comply with the Internal Revenue Code; reimbursed out-of-pocket expenses for official travel will not be reported as income**
- **But, if you don't account for a travel advance or a ticket, you will be issued an IRS Form 1099 (non-employee compensation) at yearend**

## Guidelines for Official Travel

- **Renting a car?** To protect yourself and the DFMS, you must take the collision insurance option
- **Seeking reimbursement for a personal meal?** You must provide a receipt
- **Entertaining for DFMS business?**
  - OK if pre-approved by the appropriate DFMS representative
  - A gift is permitted for a host/hostess provided that its cost does not exceed that of a local restaurant or one night's hotel rate. You must provide the receipt and recipient's name

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## Reimbursable Miscellaneous Expenses

- Essential personal telephone calls (e.g., to your home) and hotel-connection Internet service on a reasonable basis
- Health facility use if not included in the hotel room charge (up to \$10 per day with receipt)

## When don't I need a receipt?

- Modest incidental tips for service do not require receipts

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## Why can't I use my own travel agent?

- **Cost control, upgrades, and other assistance**
- **You may book transportation via the Internet if you can document that you can achieve savings of more than \$100 below the fare plus agency fee quoted by MTS**
- **All exceptions should be documented and fully explained on a note accompanying the T+E Report**





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## Additional Information and Assistance

- The General Convention Office

- The Treasurer's Office

- The Finance Office website

<http://www.episcopalchurch.org/finance.htm?menupage=869>

# Guidelines for Official Travel

**Rarely heard...**

**“Wow, they’ve got great controls!”**

**Often heard...**

**“Where were the controls?”**