

# ST. MARTHA EPISCOPAL CHURCH BETHANY BEACH, DELAWARE TRAVEL POLICY

## PURPOSE

This policy establishes guidelines to be followed by all people traveling on the behalf of St. Martha's Episcopal Church. It also insures fair and equitable reimbursement of travel expenses.

## RESPONSIBILITIES

The person traveling has the responsibility of complying with this Travel Policy. It is the intent and responsibility of St. Martha's to reimburse all appropriate and necessary expenses incurred while traveling on behalf of the church. Travel request forms should be completed and provided to the Vestry at least 30 days prior to the expected travel. The Vestry shall pre-approve travel and retain the rights to determine if expenses are allowable under this policy. St. Martha's assumes no obligation to reimburse expenses that are not in compliance with this policy. It is the responsibility of the traveler to report all expenses and provide the original receipts within thirty (30) days of the incurred expense. It is recommended that the traveler inquire about expenses that may not be outlined by this policy.

## RESERVATION PROCEDURES

Travelers should request reservations as early as possible. This applies to airfares, train fares, hotels and car rentals. Rates on accommodations are generally less expensive if made **thirty (30)** days in advance. Only under unusual circumstances will travel be authorized with less than **thirty (30)** days notice. Air travel will be via the most direct and economical means. Deviation from the lowest fare must be approved. Nonrefundable fares are recommended. These fares are usually less expensive than refundable unrestricted fares. In most cases, when a trip is cancelled these fares can be credited toward future travel, less a service charge from the airline. **Persons traveling by air or train should use the most economical long term parking lot available.** Travelers on church business should use their personal credit card to reserve accommodations. They will be reimbursed as outlined by this policy. Any request for a travel advance for air or rail travel must be pre-approved by the Vestry and must include a copy of the estimate of cost from the rail/air carrier.

## DOMESTIC AIR TRAVEL

All domestic travel reservations should be made in coach class. Travelers are expected to use the most economical and logical airfare available. Upgrades for domestic flights are permissible at the expense of the traveler. Under no circumstances should upgrades be charged to or billed to the church. Consider your travel plans before accepting "bumps"

from an airline. Rearrangement of your travel plans to accept a “bump” are permissible under this policy, but not recommended. St. Martha’s will not reimburse expenses incurred from accepting a “bumped flight”. A traveler may keep the agreement, ticket or other gift, made between them and the airline for accepting a “bump”.

## **INTERNATIONAL AIR TRAVEL**

International air travel arrangements should be made following the same guidelines as for domestic air travel. Expenses incurred in preparation for international travel such as passports, visas and immunizations will be reimbursed.

## **TRAIN TRAVEL**

Travelers should travel at coach rates. Upgrades will not be reimbursed.

## **AUTOMOBILE TRAVEL**

Travel by private automobiles is typically limited to round trips of no more than 600 miles. Travel by private automobile in excess of 600 miles, for which specific exemption has not been obtained, reimbursement will be based on the flat mileage rate or the airfare coach rate whichever is less. Travel by automobile is reserved for those persons holding a valid driver’s license and current comprehensive/liability auto insurance. If the person does not meet these requirements, they will not be authorized to travel on church business by automobile.

## **PERSONAL AUTOMOBILE**

A suggested amount for automobile expenses would be the allowed IRS expense per mile (50 cents per mile in 2010 – see IRS *Publication 463, Travel, Entertainment, Gift, and Car Expenses*).

In addition, all tolls and parking fees will be reimbursed from original receipts. It is recommended that a traveler seek reasonable overnight parking, but not jeopardize his/her personal safety.

**The Rector shall submit a monthly Travel Expense Log via the form provided for reimbursement by the Treasurer or Assistant Treasurer. The expense to be posted to the Operating Budget Account/Line Item: Travel.**

## **AUTOMOBILE RENTAL**

Travelers may request a rental car at their destination when it will be less expensive than other transportation such as taxis, airport shuttles or van service. Reservations should be made as early as possible. Reservations should be made on personal credit cards and are subject to that individual’s automobile insurance policy and will be considered only if proof of proper coverage is provided. All automobile rental must be pre-approved by the Vestry.

With proper insurance coverage determined, the driver should decline any additional insurances offered by the rental car company. In any rental car arrangement, the driver is expected to adhere to the regulations and rules of the rental car company. Car type for rentals will be determined by the most economical and appropriate use for the trip. Additional automobile upgrades will be paid by the traveler and under no circumstances will upgrades be reimbursed by St. Martha's. All drivers of the rental car must sign on the rental agreement. Whenever possible, the operator of the car must refill the gas tank prior to returning the car. Reasonable effort must be used to return the car to the same city of rental and on time to avoid additional charges.

## **OTHER TRANSPORTATION CONSIDERATIONS**

Travelers should look for the most economical mode of transportation to and from air or train terminals. Remember hotel shuttles are usually free or very inexpensive. When a taxi is necessary, travelers should consider sharing to keep the cost down. Do not overlook the possibility of metro and bus transportation at your destination. Metro transportation can be quite safe and very punctual. The church would never want you to jeopardize your safety in an attempt to trim expenses for intercity travel. Remember to travel within the city of your destination smartly and safely.

## **HOTELS**

Whenever possible, reservations should be made by the church office to obtain the most competitive or guaranteed convention rates. Holiday Inn, Best Western, Comfort Inn and like hotels are expected to be used, especially those which include breakfast with the room stay. Luxury hotels are only acceptable when the meeting or business will be conducted at the hotel and special reduced rates apply. Travelers are asked to share rooms when appropriate. Requests for single rooms will be considered upon the evaluation of the circumstances prompting the request. The full rate for a single room will not be reimbursed if the traveler did not get approval prior to the stay. Should a traveler take a personal guest on a church business trip and share a room, the church is only responsible for ½ the room rate. A traveler will be held responsible for "no-show" charges by the hotel unless there is sufficient proof of a billing error. The traveler is expected to request, record and retain all cancellation numbers in case of billing disputes.

## **MEALS**

St. Martha's will provide up to \$50.00 for each full of day of travel for each traveler. The amount is intended to cover all expenses for daily meals including gratuities. Itemized receipts for all meals will be required for reimbursement. The cost of alcoholic beverages will not be reimbursed. Each traveler is expected to be frugal and stay within a \$50.00 limit for each full day traveling. Partial days will be prorated.

**REIMBURSABLE  
EXPENSES**

Church business calls  
Business office expenses, i.e., faxes  
Car rental  
Gas for car rental  
Hotel rooms  
Mode of travel expense, i.e., air or train fare  
Parking  
Highway tolls  
Ground transportation, i.e., taxi, bus, metro

**NON-REIMBURSABLE  
EXPENSES**

No show charges for hotel or car rental  
Laundry/dry cleaning expenses  
Baby sitters  
Pet sitters  
House sitters  
Car washes  
Car repairs  
Salon services  
Excess baggage charges  
Optional baggage insurance  
Personal property insurance  
Optional airline life insurance  
Clothing  
Traffic/parking tickets  
Incidental hotel room charges, i.e.,  
movies, room service, games, gym, mini  
bar, personal phone calls, internet

**REIMBURSEMENT**

As mentioned above, all receipts should be turned into the Treasurer with completed Reimbursement Request Form no later than 30 days following the end of the travel. The Treasurer will issue a reimbursement check within 15 days of receipt of the reimbursement request for all valid approved expenses.

1-17-2011

Revised: May, 2011; July, 2014

## **TRAVEL EXPENSE REPORT INSTRUCTIONS**

**PLEASE PRINT WHERE POSSIBLE EXCEPT FOR SIGNATURE.**

**ORIGINAL RECEIPTS ARE REQUIRED FOR REIMBURSEMENT.**

**MAKE A COPY OF EVERYTHING FOR YOUR OWN RECORDS.**

**DATE:** Use space at top of columns.

**MEALS:** Do not include cost of prepaid dinners – CPC, ECW/UTO Welcoming

**LODGING:** Complete only if you are to be reimbursed for expense.

**TRANSPORTATION:**

Airfare/Trainfare -- Complete only if you are to be reimbursed for expense. List extra baggage charge, if any.

Shuttle/Taxi – If sharing ride, list others who rode with you. Include tip.

Local Miles # -- Distance from home to airport & back; or distance to & from meeting location. I will use prevailing IRS allowance for calculation.

Tolls & Parking – Expense as incurred to attend meeting.

**TIPS:** Any other tips incurred not related above categories.

**OTHER:** Any additional expense related to attending the meeting.

**FOR TREASURER’S USE ONLY --PLEASE DO NOT USE THE FOLLOWING:**

**TOTAL COLUMN**

**TOTAL EXPENSES LINE**

**LESS ADVANCE CELL**

**REIMBURSEMENT DUE CELL**

**AMOUNT OWED TO BOARD CELL**

**RECEIVED BY & DATE SPACE**

**If you have questions, please contact Dianne Burlew at (302) 537-7476 or at [hburlaw@mchsi.com](mailto:hburlaw@mchsi.com) or Chrissy Lockwood at (610) 800-5312 or at [christinelockwood13@me.com](mailto:christinelockwood13@me.com).**

**EPISCOPAL CHURCH WOMEN  
DIOCESE OF DELAWARE**

**TRAVEL EXPENSE REPORT**

<b>NAME</b>
<b>STREET</b>
<b>CITY/STATE/ZIPCODE</b>
<b>SIGNATURE &amp; DATE</b>

<b>DATE</b>							<b>TOTAL</b>
<b>MEALS</b>							
BREAKFAST inc TIP							
LUNCH inc TIP							
DINNER inc TIP							
SNACK							
<b>LODGING</b>							
<b>TRANSPORTATION</b>							
AIRFARE/TRAINFARE							
SHUTTLE/TAXI inc TIP							
LOCAL MILES #							
@							
TOLLS							
PARKING							
<b>TIPS</b> (Bellhop, etc.)							
<b>OTHER</b> (Describe)							
<b>TOTAL EXPENSES</b>							

**LESS ADVANCE** [ ]

**REIMBURSEMENT DUE** [ ]

**AMOUNT OWED TO BOARD** [ ]

**RECEIVED BY & DATE**

