

Travel Expense Policy

April 2008

ROLCC will reimburse its employees and its visiting guests for the cost of travel expenses, only if;

1. The trip is principally for church business and at least 75% of the time is related to church business.
2. The trip is properly authorized, reasonable and appropriately documented.

Below are some guidelines to ensure we all understand what is acceptable.

Air Travel:

1. Whenever possible the lowest airfare should be used to ensure maximum savings.

Rental Car:

1. Economy-sized cars are to be used, unless it is necessary to upgrade.
2. Rental cars should be shared by multiple employees/guests when attending events where everyone is staying at the same hotel and attending common meetings.
3. Refueling of rental cars should be done when returning to minimize expense.
4. Good judgment should be used to decide if a taxi is more cost effective than a rental car when the only ground transportation required is to and from the airport.
5. Utilization of hotel shuttles to/from the airport should take priority over rental cars and taxi's (i.e. ground transportation required to/from airport only).
6. A receipt for taxi or bus transportation is required, including tip amounts.

Hotel:

1. All attempts should be made to use hotels where the lower rate is available.
2. No movies or other entertainment expenses are reimbursable.
3. Hotel tips should include an explanation of what services were performed (i.e. doorman, bellman, etc.).
4. Use prepaid telephone cards for long distance service in a hotel.

Meals:

1. Alcohol is not a reimbursable item.
2. Any personal lunch expense over \$25 and dinner expense over \$35 requires an explanation with the expense report.

Exchange Rate

- You may use the exchange rate of the LAST DAY of your trip, OR it can be submitted after you received all the bank/credit card statements, so that you can be reimbursed at the exact expense amount. Foreign travel requires conversion – please note the conversion amount and its purpose on each receipt.

Any ROLCC volunteer who wishes to be reimbursed for attending a training event needs pre-approval from the Department Head (i.e. the individual who is responsible for approving department budget spending). The church will subsidize no more than 50% of the cost of the training event. The maximum cap for reimbursement is \$300 per person per event.

A check request form and supporting receipts must be completed and submitted within 60 days of the date expense incurred. Check request form will be returned to you if it is improperly completed.