



## **Travel, Mileage and Expense Reimbursement**

All travel arrangements should be coordinated with the church office in advance of travel. Each employee or ministry is asked to plan and submit expense for travel at least *one* month before scheduled trip. In addition, a planned trip or conference itinerary must be submitted once confirmed.

### **Mileage**

1. Mileage will be reimbursed at .58 cents per mile. This is for *authorized* mileage incurred in the course of travel for your ministry at St. James MB Church. Please contact the church office for authorized reasons for mileage reimbursement.
2. Mileage requests must be turned in within 30 days of the date of travel to be reimbursed.
3. To be reimbursed for mileage expenses please adhere to the following procedures:
  - a. Mileage must be tracked on a travel request form (available in the church office)
  - b. Submit the mileage expense form to the Minister of Church Operations or Church Administrator.
  - c. A check will be issued to you for the approved mileage
  - d. Mileage must be approved by your core leader before submission to church office.

### **Travel Limitations**

Travel companions must be limited to three people to reduce expenses incurred by the church. If it is deemed necessary for more than three people to travel, the increased number must be approved by the Director of Operations or Senior Pastor. If approved, each additional traveler over the three allowed, will incur the total expense portion for their travel, i.e., registration, hotel, food, rental, and airline costs, unless the cost(s) is incurred by St. James upon approval from Director of Operations or Senior Pastor.

### **Modes of Travel**

While all modes of travel are possible (plane, automobile, bus, etc.), distance and time to and from the purposed event or activity is the main criteria for choosing the correct mode of travel. The correct mode of travel is determined based off the following criteria:

1. If a purposed event or activity is within a six-hour drive from the church participants must drive.
  - a. Please note that if driving, one driver must be designated to operate the vehicle (whether a rental or church vehicle) at all times. In addition, this driver must adhere to all safe driving guidelines in place by St. James Missionary Baptist Church.
  - b. Personal vehicles may be used for travel only by permission of the Senior Pastor or Minister of Operations. (See mileage reimbursement guidelines in this document).
2. If the event is over six hours driving time, it is recommended that a cost effective flight be taken to reduce the risk of long drive times; increased stress and fatigue on driver and passengers and to limit the potential for accidents and mishaps on the road.

### **Expense**

There will be instances when the Church and/or Ministry will not be responsible for the whole cost of a trip (when four or more people are traveling, see Travel Limitations in this document for description). When this occurs and you have agreed to the terms (see Travel Limitations in this document for terms), the following will occur:

1. The Church will pay the cost up front to secure items (i.e. flights, registrations, hotel, etc.) pertaining to trip.
2. The Church will give each ministry member 60 days from date of purchase to reimbursement the church the agreed amount paid to secure items mentioned in item #1.

### **Airfare**

If distance and economics warrant air travel, the following will apply:

1. Church will purchase the cost of a coach class ticket.
2. Church will purchase the lowest cost ticket that fits into your ministry travel schedule. Please note the prices could include layover in order to obtain the best price.

### **Hotel**

When choosing your hotel stay, please consider the following:

1. Choose the most economical hotel. Use travel sites to determine the best price available.
2. For safety reasons, please choose a hotel with inside doors and well lighted.
3. If you do not choose to stay at the conference hotel, please choose a hotel in close proximity (5-mile radius) of the conference site.
4. Hotel stay will be paid by credit card authorization via the church office.

### **Automobile Rental**

1. Automobiles may be rented, if needed, for transportation while attending a conference. (e.g. conference site is not at the hotel where you are staying)
2. Car size is determined by the number in the group you are traveling with.
3. Do not allow anyone else to drive the vehicle, other than the authorized driver(s) who signed the rental contract.
4. Keep all receipts to substantiate reimbursement for rental car.
5. Church will pay for car rental via credit card authorization.

### **Ground Transportation**

1. Employees and ministries should always try to use most economical ground transportation while traveling on church business. (e.g. shuttle van instead of taxi or limo)
2. Keep all receipts to substantiate reimbursement for ground transportation.

### **Tolls, parking fees, etc.**

Always take additional cash when traveling for this possibility. Keep all receipts to substantiate reimbursement for these fees.

### **Meals**

**Breakfast**--Many hotels offer breakfast as a courtesy to their guests. If breakfast is offered, it is strongly suggested that the Employee or Ministry take advantage of the breakfast at the hotel. If it is not offered

then the allowable expense for breakfast is \$5.00 and this expense must be substantiated with a dated receipt.

**Lunch**--At many conferences and workshops, lunch is included in the conference/workshop fee. Where a luncheon is included in the fee, it is strongly suggested that the Employee or Ministry take advantage of the luncheon at the conference/workshop. If it is not offered then the allowable expense for lunch is \$15.00 and this expense must be substantiated with a dated receipt.

**Dinner**--The allowable expense for dinner is \$25.00 and this expense must be substantiated with a dated receipt.

**High Cost of Living Locations** – There are certain areas identified by the IRS as high cost of living areas. If you are traveling to such an area, the Church Administrator will inform you of the higher meal allowances that apply to that location.

**Maximum amount to be reimbursed for meals, per day, is \$45.00.**

**Note:** If four or more people are traveling for the same conference, per diem for meals will be loaded on the respective ministries Purchase card. All receipts for food purchases must be turned back into the church office within three days of your trip return.

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### **Church Credit Cards**

1. Ministry Purchase cards will be provided by the church to Employees and Ministries and are to be used only for expenditures related to church business or church related travel.
2. Cards may not to be used for cash advances.
3. Receipts must be submitted to the Church Administrator within *three* days of returning from trip.
4. The person that the card is issued to is responsible for card. Guard the usage of your card. Do not allow other individuals to use your card, unless the Church Administrator approves it in advance.
5. Please sign all receipts as St. James MB Church.