

TRAVEL POLICY SUMMARY

The travel policy applies to all persons performing official travel for the diocese: diocesan staff members, diocesan officers, committee members delegates, volunteers and any others traveling on official diocesan business.

Authorization: Official travel must be pre-approved in advance by the Program Manager who has the authority to approve expenditures of diocesan funds. Each line item in the budget has an authorized official who can approve expenditure of those funds. Any questions about who can approve particular travel should be addressed to the Administrator in the diocesan office.

Travel Arrangements: Travelers are responsible for arranging their own travel. The Diocese of Alaska has hired US Travel to be our travel agent. We request that all diocesan travel be booked through our agent, US Travel. If you choose to use another agent, you will be required to complete a check reimbursement form in order to get your expenditure reimbursed. The following is our travel agents phone number and fax:

US Travel, Sue Selzer, extension 336

Phone: 800-622-6449 or 907-374-5336

Fax: 907-452-3839

Time limit on reimbursement: There will be no reimbursements for expenses if the proper receipts are not submitted within thirty (30) calendar days of completion of travel or date expense was incurred.

Following guidance covers the amount that may be reimbursable and the procedures for seeking reimbursement.

Submit Episcopal Diocese of Alaska, Request for Check/ Reimbursement form with receipts to the Administrator, Episcopal Diocese of Alaska, 1205 Denali Way, Fairbanks, AK 99701-4137.

Travel: Normally travel for the diocese is by air. Every attempt will be made to arrange for travel in sufficient time to allow use of special fares. Normally that means that arrangements should be made at least fourteen days and preferable twenty-one days in advance. Under certain circumstances, the Program Manager may authorize travel by other modes; however, any travel will be by the most direct and economical means. Only under the most unusual circumstances will travel costs be reimbursed that exceed the cost of air travel at the Economy (Y) rate. Program Managers approving travel by means other than commercial air should coordinate with the Administrator prior to such approval. For reimbursement, submit the receipt including the passenger's receipt (the last page of the ticket) within thirty (30) days. When use of privately owned vehicle is approved, the reimbursement rate will be at the current rate allowed by IRS for tax purposes.

Lodging: It is customary for travelers to stay in private homes. Doing so not only proves to be economical but also allows travelers and other members of the church family to get to visit and learn more about each other. It is fully expected that such lodging will be used when available and offered. When staying in a private home, it is appropriate to present the host/hostess with a token of appreciation with reimbursement, upon presentation of receipt and the name of the recipient, by the diocese for gifts costing less than one nights lodging in a reasonably priced hotel. When private

lodging is not offered, travelers may stay in moderately priced hotels with reimbursement, upon presentation of receipt, by the diocese. Naturally, travelers accompanied by those who are not on official diocesan business will not be reimbursed for the expenses of the companion(s). Use of commercial lodging must be approved by the Program Manager approving the travel. Submit any receipts along with the written authorization of the program manager for commercial lodging within thirty (30) days for reimbursement.

Meals: The policy of the diocese is to reimburse, upon presentation of appropriate receipts, meals for travelers up to a maximum of \$30/day. Naturally, meals that are provided at no cost to the traveler are not reimbursable. IRS regulations require that receipts presented for reimbursement must specify as separate items food, alcohol, and tax. Submit all receipts within thirty (30) days for reimbursement.

Miscellaneous Expenses: Submit original receipts (along with written authorization from Program Manager for rental car) within thirty (30) days for reimbursement.

Rental Cars: The traveler must have prior written approval of the person authorizing the travel before reimbursement will be considered for rental cars. Travelers are encouraged to seek the most economical rate. The diocese will reimburse for previously approved rentals upon presentation of receipts within the required time.

Taxi fares: Upon presentation of receipts, reimbursement will be made for taxi fares necessary to perform official travel when local transportation was not provided by host congregations or individuals. Naturally, local travel solely for the entertainment or convenience of the traveler will be at the traveler's personal expense.

Laundry and valet service: laundry and valet service, in reasonable amounts, is reimbursable upon presentation of receipts for trips that exceed five (5) days duration.

Telephone: Essential telephone calls are reimbursable in reasonable amounts.

Advances: When necessary, the Administrator will approve travel advances for official travel if requested at least twenty-one (21) days prior to travel. When advances are authorized, the amount of the advance will be an amount deemed sufficient to avoid personal hardship to the traveler. Advances must be fully accounted for with reimbursement made to the diocese of any funds advanced and for which receipts are not presented for expenses that would have been reimbursable.

Procedures: The Program Manager approving travel will submit travel form to the Administrator prior to travel. The diocese will not be responsible for travel expenses incurred without the Program Manager's approval on the travel form.

Questions: This policy is not intended to be all inclusive. Questions should be addressed to the Administrator.

Non-reimbursable expenses: The traveler will bear, without reimbursement, the costs of sight-seeing, reading material, in-room cable service, unofficial entertainment, etc. Any questions about a particular expense would be referred to the Administrator.

Failure to follow correct procedures can result in failure of the diocese to reimburse.