



Gathering Together • Nurturing Innovation • Strengthening Communities
Reuniéndonos Juntos • Animando Innovación • Fortaleciendo Comunidades
다같이 모이기 • 공동체를 강화하기 • 혁신을 키워나가기

Reimbursement Expense Guidelines

The Synod of the Northeast will reimburse volunteers and staff for actual and reasonable travel expenses associated with Synod business upon submission of a Request for Reimbursement form with appropriate documentation. Such request must be submitted within 30 days of the conclusion of the activity for which the expenses were incurred. Personal expenses not associated with the Synod activity are not reimbursable. Expenses for others (e.g. spouses, children, friends) are also not reimbursable.

Please consider whether any particular expense is reasonable. Remember that we are all stewards of those resources God gives us, and should spend money wisely and appropriately.

Transportation

Coach airfare is reimbursable. You are encouraged to use Wilcox Travel. Our agent, Dee Stills can be reached at 800-822-0029 or 315-445-2266 ext. 206 for arranging your air travel. This travel will be billed to the Synod directly. If you purchase tickets on your own, reimbursement will not be provided until after the trip is completed. Air travel should be booked immediately after the meeting details have been announced, in order to obtain the best possible fare. Fees for extra legroom and seat upgrades are the responsibility of the traveler. The Synod will reimburse baggage fees for one bag each way.

You should make your own rail travel arrangements directly with AMTRAK (Amtrak.com or 800-872-7245) for coach class travel. Upgraded service, including ACELA, will not be reimbursed without prior authorization by the Synod Administrator.

You are encouraged to use complimentary shuttle service provided by hotels whenever possible. Public transit (bus, subway, light rail, and taxi) should be used for transportation whenever practical and no complimentary shuttle is available, including transportation to rail or airports from your home.

Driving is reimbursed at the IRS business rate, plus tolls and parking expenses.

Car rentals of a mid-sized car may be reimbursed only with the advance approval of the Synod Administrator. All supplemental insurances should be declined and will not be reimbursed, as the Synod has coverage. Gas charges are also reimbursed.

Lodging

Lodging arrangements are generally made and paid for by the Synod office for most meetings. Room reservations should be booked immediately after the meeting details have been announced so that contractual obligations of the Synod may be met. If you book late you may be responsible for a higher room cost. Extra days in advance of or after the meeting must be approved in advance by the Synod Administrator.

If attending Synod Assembly and other conferences, (e.g. EMI, R&E Convocation, Come to the Table) you are expected to share a room in the conference hotel(s) with another participant. The cost for others not participating in the event is your responsibility. The use of luxury hotels is not appropriate, and reimbursement is limited to the cost of nearby mid-priced hotels.

Meals

Reasonable meal expenses associated with your trip are reimbursable. Expenses for alcoholic beverages are generally not reimbursable. Separate checks for bar bills should be used and are your personal responsibility. Modestly priced beer or wine (maximum two) may be reimbursed as part of the cost of a meal.

Appropriate costs will vary by area, but generally should be limited to \$18 (breakfast), \$25 (lunch) and \$45 (dinner), including beverage, gratuity and tax. These amounts are guidelines only, and are not allowances. Only the actual cost will be reimbursed.

Expenses for meals provided to others not associated with Synod business (spouses, children, friends) are not reimbursable. Where the meal includes several persons who are part of the Synod activity, those persons should be identified on the receipt.

When meals are provided as part of the meeting or event, other meal expenses are not reimbursable. Similarly, where a hotel provides a complimentary breakfast, no reimbursement is provided.

Miscellaneous

Telephone, fax and photocopying expenses are reimbursed only if they are essential to Synod business. For Internet, use of free public access is expected.

Gratuities, if applicable, are reimbursable, subject to these guidelines: restaurant (15-20%), bellman (\$2 per bag), skycap (\$2 per bag), parking (\$1), Housekeeping (\$2 per night per person), Taxi (15-20%), shuttle drivers (\$2).

Receipts are required for any expense of \$25 or more. In cases where a person incurs expenses for another person for a meal or transportation (e.g. taxi, carpooling), a receipt is always required and the name of that person(s) should be indicated on the receipt.

For air and railroad (not local light rail) boarding passes should be submitted along with a purchase receipt. Air and rail boarding passes also should be submitted for travel booked through Wilcox and for travel charged on a Synod credit card.

For travel expenses made on a Synod charge card, documentation is to be submitted monthly for each charge, including the purpose of the expense and names of persons included in the case of meal expenses. Payment for any personal expenses included should be submitted to the Synod Administrator. Each cardholder will be provided copy of their monthly account. Each item must be documented and returned to the office within 10 days.

Reimbursement requests should be made on the Travel Expense Report. Requests for reimbursement submitted more than 30 days after the end of the event or trip will not be paid. Items for which reimbursement is requested without proper documentation will not be paid. The Travel Expense Report will be available electronically and will automatically calculate mileage reimbursement, subtotals and totals. Legible scanned Travel Expense Reports and supporting documentation are encouraged.