

DIOCESE OF SOUTHERN VIRGINIA

EXPENSE REIMBURSEMENT POLICY

1. Policy.

The Diocese will reimburse such reasonable out-of-pocket expenses incurred by Diocesan employees or individuals representing the Diocese provided that the expenses have been approved in advance.

2. Procedure.

- a. Diocesan employees or individuals who represent the Diocese and have been approved to incur expenses should seek reimbursement by submitting an Expense Report, on the form attached to this Policy. All expenses must be supported by receipts.
- b. Timely submission of expense reimbursement requests is an important step in managing properly the Diocesan budget. Accordingly, all expense reimbursement requests must be submitted within 60-days of the incurrence of the expense. Any request submitted later than 60-days will not be approved.

3. Transportation Expenses.

- a. Airfare. Airfare will be reimbursed at economy (or coach) class rate. Reasonable effort should be made to take advantage of advance-purchase ticket options.
- b. Personal automobile. If the employee or Diocesan representative desires to drive versus fly, the Diocese will reimburse only the lesser of airfare, based on a ticket purchased in advance, or mileage, using the IRS-published rate.
- c. Train. If the employee or Diocesan representative desires to travel by train (or other alternate means), the Diocese will reimburse the least expensive transportation (e.g., personal auto versus train fare).
- d. Rental cars. Rental cars will be reimbursed at actual charges for the period the individual is on Diocesan business. Reimbursement for a rental car will be made only if the rental car is necessary for the business. A rental car will not be considered necessary for the business if the convention is held in the same hotel or adjacent hotel where the individual is staying.
- e. Taxi fares. Taxi fares will be reimbursed if the use of a taxi is business-related (e.g., transportation to and/ or from the airport).
- f. If the employee or Diocesan representative is required to return home early for personal reasons, the Diocese will not reimburse for the added cost.

4. Lodging.

- a. The reasonable and actual cost of lodging at single occupancy rate will be reimbursed. If the employee or Diocesan representative is accompanied by family members, and if the hotel rate is not higher than the single occupancy rate, the Diocese will reimburse the full amount.

- b. No employee or Diocesan representative will be required to share a room with an unrelated person.
 - c. Alternates to General Convention may be reimbursed one-half of the hotel room rates. [The first Alternate to General Convention will be reimbursed the full hotel room rate, as set forth above.]
5. Meals and beverages.
- a. The reasonable amount charged for a meal based on the location plus tips will be reimbursed. [Meals tend to be more expensive in the large cities versus the smaller towns.]
 - b. The Diocese does not reimburse for wine, beer or other alcoholic beverages. [An exception to this policy applies if the individual has been approved to host a dinner or reception.]
 - c. If the employee or Diocesan representative is on a business trip for more than one day, the employee or Diocesan representative may average the costs of all of his/ her meals and the Diocese will reimburse up to \$50 per day.
 - d. Receipts are required for all meals, except if the meal is less than \$10. Receipts should reflect the items purchased, not merely a summary of the charges.
6. Miscellaneous expenses.
- a. Laundry. Actual costs for cleaning expenses will be reimbursed provided the business trip is at least five days.
 - b. Telephone/ internet connection/ etc. The actual cost of such communications will be reimbursed if they are directly incident to performing Diocesan business.
 - c. Parking. Reasonable and actual fees for parking and tips for parking attendants will be reimbursed.
 - d. Entertainment expenses. Subject to prior approval, entertainment expenses (e.g., a pre-banquet party at Annual Council) will be reimbursed.
 - e. Movies and other recreational expenses. Such expenses are personal and are not reimbursable.
 - f. Unusual or extravagant expenses are not reimbursed.
7. Advances.

An individual may request an advance. The Treasurer, in his sole judgment, will determine the amount of the advance. At the completion of the trip, the individual must submit an expense reimbursement request, attaching receipts, so that the Diocese can determine the amount the Diocese owes or is owed. If expenses do not exceed the advance, the individual will owe the Diocese this difference.

January 1, 2006

EXPENSE REPORT
(Attach all Receipts)

Name: _____

Date: _____

Charge to (if known): Budget # _____

Purpose of the expense: _____

Date	Place	Travel	Lodging	Meals	Misc	Totals
		\$	\$	\$	\$	\$
Total						

Notes:

EXPENSE REPORT
for
Business Meals

Note: if business meals expenses are incurred, this form is required -- to report the date, where, who attended and why (business purpose). This information is required by the IRS.

Name: _____

Date: _____

Charge to: Budget # _____

<u>Date</u>			
<u>Place</u>			
<u>Individuals</u>			
<u>Purpose</u>			
<u>Amount</u>	\$	\$	\$