



<b>Title: Travel Reimbursements</b>
<b>Policy #: 10</b>
<b>EXPIRES: When Replaced</b>
<b>ISSUED BY: Church Council</b>
<b>SIGNED:</b>

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## 1 History

VERSION	DATE APPROVED	UPDATED BY	PURPOSE FOR CREATION/UPDATE
1.0	8/21/07		NEED FOR STANDARDIZED GUIDELINES FOR REIMBURSEMENT OF LAY LEADERS
2.0	7/17/18	S. TRAKEL	INCLUDE STAFF IN THE STANDARD GUIDELINES FOR REIMBURSEMENT

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## 2 Scope

This policy is part of St. Paul Lutheran Church's organizational policies. This policy applies to all congregation members, staff, elders and the church council.

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## 3 Policy

Anyone who would like to be reimbursed for conferences, activities or mission trips will be reimbursed according to established guidelines. A Travel/Activity Plan form must also be completed prior to registering for a conference, activity or mission trip in order to receive reimbursement.

Conferences/Activities (training, seminars) will be reimbursed as follows:

- Cover registration fees
- Hotel accommodations when necessary. A hotel is considered necessary when the conference is multi-days, a long distance with an early start or a long drive at the end of a full day of events. This approval will be at the discretion of the supervisor.
- Mileage— the IRS charitable mileage amount will be used for lay leaders. The IRS standard mileage reimbursement amount will be used for staff.
- Meal receipts must be submitted for reimbursement. A maximum of the following amounts will be reimbursed per day: \$10 breakfast, \$15 lunch and \$25 dinner.

Lay Leaders of mission trips will be reimbursed as follows:

- Youth Mission Trips: Leaders/chaperones will pay a minimum of \$25 out of pocket but not more than 10% of the trip cost.
  - Adult Mission Trips: Leaders will pay the same as the participants.
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## **4 Procedure**

1. Complete a Travel/Activity Plan form.
2. Submit form to the supervisor for approval before registering for conferences, activities or mission trips.
3. The supervisor will review the form and either approve or deny the request for reimbursement.
4. A copy of the approval will be given to the Treasurer's Assistant to reference at the time of the reimbursement request.

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## **5 Forms**

Form x103 Travel/Activity Plan Form