



THRIVING CONGREGATIONS

Travel Reimbursement Guidelines

TRANSPORTATION

Mileage Reimbursement: If you use your personal vehicle to travel 200 miles or less, Thriving Congregations will reimburse actual mileage times the current standard IRS rate. Fuel expense will not be reimbursed. As your receipt, please submit a map that shows total miles traveled. Trips under 50 miles each way will not be reimbursed.

For trips over 200 miles, Thriving Congregations will reimburse actual mileage times the current standard IRS rate or for the rental of a car (up to a midsize), whichever is less. Please use <https://www.enterprise.com/en/business-car-rental/rental-reimbursement.html> to determine which method is most cost effective. If a rental car is less and you choose to drive, Thriving Congregations will reimburse for the amount a car (up to midsize) would have cost plus 14 cents per mile in gasoline.

Flying to the Event: Thriving Congregations will consider flights to/from events in certain circumstances. If you think a flight is necessary due to distance or time constraints, please contact Thriving Congregations leadership at least 1 month prior to the event to arrange and confirm travel plans. Additional costs associated with flying may reduce the size of the CLC group attending the event. If you must drive over 50 miles each way to the nearest airport, Thriving Congregations will reimburse your mileage at the current standard IRS rate. You must submit an image of a map showing your route and mileage. If your commute to the airport is under 50 miles each way, you will not be reimbursed for mileage. Fuel expense will not be reimbursed.

Tolls and parking: Thriving Congregations will reimburse any tolls and parking costs related to your travel. If any tolls and parking costs are incurred for personal use during a business trip, these will not be reimbursed. Please submit parking receipts and toll receipts (EZ Pass log).



Airport Parking: Thriving Congregations will reimburse you for economy airport parking. If you do not park in an economy lot, you will still be reimbursed at the economy rate.

Taxi/Lyft/Uber: You will be reimbursed for a taxi or economy rideshare service from your home to the airport of your departure, and back, with receipts. If economy parking would be less expensive than a ride service, you are encouraged to park your car at the airport.

Personal Travel: When personal days are added to your trip, as long as the total cost of transportation (air fare, car rental, etc) does not increase by adding personal days, the full cost will be reimbursed. Please provide documentation to substantiate that additional personal days did not involve extra expense.

LODGING

Hotels: Hotel lodging (room and tax) will be reimbursed by Thriving Congregations. In-room charges, such as phone calls, movies, snacks and room service, will be billed to you directly and will not be reimbursed.

MEALS

Covered Meals: During gatherings, Thriving Congregations will provide meals. If you arrive early on the first day of the event, or must arrive the night before due to your geographical distance, Thriving Congregations will pay for your meal costs. Whenever group meals are provided, Thriving Congregations does not reimburse for personal meals or extra snacks and beverages unless arranged in advance with Thriving Congregations leadership due to special dietary needs.

Meal Allowances: For meals not provided by Thriving Congregations as outlined above, you may be reimbursed for breakfast, lunch and/or dinner. Please submit an itemized receipt as well as a list of who was present at the meal. Any alcohol should be paid for on a separate check and will not be reimbursed.

If your spouse accompanies you and their presence is not required, reimbursement will be calculated as an average of the total meal cost.



Snacks: Thriving Congregations does not cover additional food and beverage expenses, including coffee, water, snacks and gum, outside of meals while traveling. This includes airport beverages and snacks (unless they are in place of a meal).

Alcohol: Thriving Congregations does not reimburse for alcoholic beverages.

DOCUMENTATION

Please submit original itemized receipts that include the following:

- 1) Name of Business
- 2) Location of Business
- 3) Date of the expenditure
- 4) Total amount of expenditure

REQUEST FOR EXPENSE REIMBURSEMENT

At the end of the event, please send all itemized receipts and any required maps to Elspeth Naramore (enaramore@bicus.org). She will process the reimbursement requests and you will be paid promptly.

Travel reimbursement requests should be submitted within 30 days (and no more than 60 days) after the conclusion of the event.

QUESTIONS?

Please contact Jennifer Lancaster, Thriving Congregations Program Director, at lancaster@bicus.org or Elspeth Naramore, Thriving Congregations Assistant, at enaramore@bicus.org with any questions.