



Anglican Diocese of San Joaquin Travel and Expense Guidelines

Purpose

The purpose of these guidelines is to:

- a) Describe the types of travel and related expenditures that are reimbursable by the Anglican Diocese of San Joaquin (ADSJ).
- b) Inform diocesan employees and authorized representatives of their responsibilities to control expenses related to diocesan business.
- c) Describe the process for an employee or authorized representative to file and obtain travel expenses and reimbursement.

Overview

This guide is intended to aid the travelers and diocesan leadership by setting forth guidelines and reporting requirements related to ADSJ expectations and IRS regulations.

All travelers and leaders bear responsibility for cost-effective business travel.

While these guidelines are intended to be comprehensive, it is impossible to anticipate every situation encountered by a traveler. The traveler is expected to apply these guidelines on a conservative basis, consistent with normal living standards and, where the guidelines are silent, to exercise good judgment in the use of funds.

General Travel Guidelines

It is the ADSJ's standard to reimburse employees and designated representatives for all expenses necessary, reasonable and actually incurred when traveling on authorized diocesan business.

Travel expenses must be properly documented and approved on a Diocesan Check Request Form. It is each person's responsibility to adhere to the guidelines when involved with expenditures on behalf of the diocese. Further, it is the responsibility of the Diocesan Office to be familiar with the reason for the expenditures and to be satisfied that they have been reported in a manner consistent with the recognized guidelines.

Travelers are expected to:

- a) Exercise good judgment with respect to expenses.
- b) Spend the diocese's money as carefully and judiciously as they would their own.
- c) Report all expenses and advances promptly and accurately with required documentation.

Procedures

1) Air Travel

All employees traveling via air carrier must utilize Lowest Fare Routing (LFR). LFR is quoted logical lowest fare for the business trip, which will (where possible):

- a) Provide cost savings for the round trip air ticket.
- b) Result in a reasonable layover time.
- c) Require no more than one interim stop each way.

Exceptions to these guidelines will be allowed with approval by the Diocesan Office so that additional cost is authorized.

International air travel outside of the U.S. and to overseas locations will be by LFR.

All travel reservations should be made as far in advance as possible to take advantage of available discounted airfares.

Travel agent fees will not be reimbursed.

Business and First Class travel is not allowed unless it is at the traveler's expense. Travelers who are enrolled in airline incentive programs are permitted to utilize their personal upgrades along with the ADSJ booking of the lowest available fare.

Reasonable stopovers enroute may be approved provided that:

- a) They do not interfere or adversely affect achievement of the desired travel objective.
- b) They do not result in any significant loss of work time.
- c) The travel expense claimed from the Diocese does not exceed either the actual cost, or the cost of the applicable air fare between the place of departure and the business destination, whichever is the lesser.
- d) Approval must be obtained in advance from the Diocesan Office.

If such a stopover is made, the ADSJ, assumes no responsibility or liability of any kind for any actions or activities during or occasioned by the stopover.

Airline tickets are considered legal tender. Submit any unused tickets or portions of

tickets for credit to the ticket issuer, and ensure the credit is reported when submitting the check request to the diocese for reimbursement.

Employees and authorized diocesan representatives will be required to submit all diocesan paid airfare receipts incurred while traveling. Used airline tickets should be attached to your check request.

3. Car Rental

Prior authorization from the Diocesan Office is required in order to rent a car. All travelers should follow the listed guidelines:

<u>Number of Travelers</u>	<u>Class of Car</u>
1-2	Compact
3	Intermediate
4-5	Full Size or Wagon

Insurance should be purchased from the rental agency. All drivers must hold a valid driver's license or a car may not be rented.

Car rentals are generally the most expensive mode of transportation and should only be used when the nature of the trip or the locations of the customer being visited is such that the use of local transportation (i.e. Uber or Lyft) is not practical or would be more expensive.

4) Personal Auto

An automobile personally owned by an employee and authorized for business use will be compensated when actually driven for such purpose and will be reimbursed a fixed amount using the current IRS business-use allowance per mile. Mileage must be fully documented as to date, starting location, ending location, persons visited, the business purpose, and the business miles.

5) Taxis

Taxis should be used when other reasonable and less expensive forms of transportation are not readily available. In traveling away from home, overnight living accommodations should to the extent practicable, be selected so as to eliminate or minimize the need to use taxis or other local transportation. When taxis are used, they should be shared to the maximum extent possible by people traveling together on diocesan business. A receipt for the fare charged must be obtained by the taxi driver.

6) Hotels

At the time the hotel reservations are made, the best available rate with reasonable quality accommodations, at the most convenient location, will be obtained. Upon arrival, the traveler should verify that the rate that is shown on the itinerary is the rate they receive.

7) Meals

Meals (including tips) can be reimbursed up to a daily flat rate of \$75. Receipts are required.

8) Receipts (Proof of Payment)

Receipts for all expenditures must be submitted. Reimbursement will not be given without a receipt.

Clergy and Lay Responsibilities

- 1) Use good judgment when incurring business expenses. Consider less expensive alternatives to a trip such as conference calls or streaming talks and workshops.
- 2) Submit check requests within 14 days after travel for trips requiring air and/or overnight travel and no later than 30 days after travel was completed. Check requests must be submitted within the same calendar year that the travel occurred.
- 3) Advanced purchases of airline tickets may be submitted for reimbursement if the credit card invoice is received before the trip.
- 4) Provide accurate actual expense details on the check request. All required fields must be completed and original receipts provided (or scanned copies of originals).
- 5) Receipts must identify the name of establishment, date, actual amount incurred, description, and receipt of payment. Missing receipts require exception approval.
- 6) Whenever possible, schedule travel a minimum of 21 days in advance.
- 7) Repay diocesan amounts due promptly upon request, if applicable.
- 8) Exception approval is required if expenses are not clearly in accordance with the guidelines. Any of these conditions require exception approval:
 - a. Unusual expense
 - b. Expense could possibly appear to be inappropriate
 - c. Expense exceeds guidelines
 - d. Expense reports not submitted in a timely manner
 - e. Inadequate/missing receipt

- 9) Exception approval consists of signature normally required plus the signature of the Bishop or Diocesan Treasurer.

Diocesan Office Responsibilities

- 1) Carefully review all expense reports when received.
- 2) Ensure all expenses are reasonable, in support of diocesan goals, and in accordance with diocesan guidelines. Items not considered reimbursable should be brought to the attention of each person requesting reimbursement prior to being submitted to accounting.
- 3) Pre-approve special expenditures such as car rentals, special event registrations, or additional expenses related to official business (Bishop and/or Treasurer's approval required.)
- 4) Cost effective management of business expenses.
- 5) Return all check requests requiring additional substantiation.
- 6) Bookkeeper should review expense reports for appropriate cost center codes, the approving staff's signature and calculation accuracy.
- 7) Checks should be issued to the traveler within seven (7) business days after the submitted check request is approved.