



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

Synod of the Northeast Volunteer Expense Guidelines

The Synod of the Northeast will reimburse volunteers for actual and reasonable travel expenses associated with Synod business upon submission of a Request for Reimbursement form with appropriate documentation. Such a 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 should purchase tickets through the Synod staff person responsible for the particular Synod meeting or gathering. 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 Business Class and ACELA, will not be reimbursed without prior authorization by the Synod staff person responsible for the particular Synod meeting or gathering.

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 a personal car is reimbursed at the approved Synod mileage rate (reviewed every January 1), plus tolls and parking expenses.

Car rentals of a mid-sized car may be reimbursed only with the advance approval of the Synod staff person responsible for the particular synod meeting or gathering you are attending. 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 staff person responsible for the particular synod meeting or gathering.

If attending Synod Assembly and other conferences, (e.g. EMI, Commission, 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 at the same time as a provided meal 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 all expenses with the exception of tolls and gratuities. In cases where a person incurs expenses for another person for a meal or transportation (e.g. taxi, carpooling), a receipt is 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.

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 without a good reason for the delay. 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.