

## **The Domestic and Foreign Missionary Society Guidelines for Official Travel**

*for Members of Interim Bodies of the General Convention;  
the Executive Council of the General Convention; and Officers, Employees, Consultants and Volunteers  
of The Episcopal Church  
as of January 1, 2020*

### **PURPOSE**

The purpose of travel guidelines is to promote responsible use of, and accountability for, funds entrusted to the church for its governance and mission.

### **GENERAL GUIDELINES**

- Requests for reimbursement must be submitted immediately, or no later than fourteen (14) calendar days following completion of a trip or after incurring other travel and entertainment expenses. Processing may be delayed or denied for requests postmarked more than 14 days after a trip or expense or for requests lacking the necessary documentation. No reimbursement will be made for expenses submitted more than sixty (60) days after a trip is completed.
- The Finance Office will accept electronic submission of reimbursement requests that include scanned copies of receipts as long as the submission is made within the 14-day period indicated in the Travel Guidelines. Original receipts will be required if the submission is after that 14-day window.
- Each properly documented request for reimbursement will be processed within ten (10) business days of receipt in the Controller's Department.
- All requests for reimbursement must be filed on the Travel and Expense Report and must be accompanied by original receipts or e-invoices for ALL expenses other than tips. Summary credit card statements and other copies are not acceptable.
  - Travel and Expense Report forms are available on line at <https://www.episcopalchurch.org/forms-and-guidelines> .
- For control and audit purposes, exceptions to any policy relating to reimbursement may be approved only by the Treasurer or Controller.
- All ground transportation requires a receipt from a licensed transportation service (including bus, taxi or limousine service).
- "Petty Cash" disbursements will *not* be used for travel advances or reimbursements.
- All requests for reimbursement must clearly identify the dates, destination and the business purpose of the trip, meeting or expense.
- Travel and Expense Reports should be completed in a single currency only (preferably U.S. Dollars). If the U.S. dollar amounts stated on the Form are derived after converting from a foreign currency, please include a copy of the source document used for conversion. This document should clearly show the rate or conversion factor that was used in the computations. We suggest using the converter available at <http://www.oanda.com/convert/fxhistory>.

### SPECIAL NOTE

#### **Expenses that are generally subject to reimbursement**

The following are usually accepted for reimbursement: transportation, lodging, meals, and certain miscellaneous expenses. Details are provided in these *Guidelines*.

#### **Expenses that are not subject to reimbursement**

Any expenses not specifically addressed in these *Guidelines* as reimbursable must have prior written explanation and approval. Non-reimbursable expenses include but are not limited to the following:

- passport renewals and TSA Pre✓® applications
- spouse's travel expenses
- dependent care, pet care
- supply clergy to substitute for clergy on official business, lost pay
- use of frequent-flyer miles, additional travel insurance
- luggage purchase or replacement
- unofficial (personal) entertainment, in-room movies, barber and beauty services, newspapers and magazines, sightseeing
- medical services
- motor vehicle fines
- “no show” charges for hotels, car rental and limousines
- charge card late fees and expenses

### MODE OF TRANSPORTATION

When you are traveling on official business, you should travel by the most expeditious route, which will usually be by air. *However*, you may travel by personal automobile, train or bus when the situation warrants. *Requests for rental or owned auto travel* must be submitted in writing or by e-mail to, and be approved by, the accountable Administrative Executive. All travel for which reimbursement is sought must be provided through licensed commercial carrier or your own vehicle.

### AIR TRAVEL

#### **Fare**

Reservations should be booked as early as possible to take advantage of advance purchase discounts. This is typically 14 days for travel within the U.S. and 21 to 60 days in advance for international travel. The cost for a 14-day advance purchase coach fare for a roundtrip flight will be the basis for determining reimbursement amounts. When travel is in response to a “call to meeting” letter or e-mail, no expenses incurred in booking flights within 14 days of the beginning of a meeting will be reimbursed without the traveler obtaining written approval from the Executive Officer or Chairperson of the committee and providing that written approval to ALTOUR. Any flight changes and additional costs after such booking will be the financial responsibility of the traveler.

*All* trips should be booked as *coach fares*, unless approved in advance by the appropriate member of Management. The Society will pay for a seat when none is available to pre-assign “free” in cases where ALTOUR determines that a seat assignment is necessary to ensure prompt boarding of a flight. The Society will not pay for seat assignments to improve an existing seat assignment or to upgrade to a special section in coach-Economy Comfort, unless this is the only seat type available and ALTOUR believes it is necessary. Travelers may, however, pay to upgrade their seats at their own expense. The Society will pay for an aisle seat in coach, if the airline charges for all aisle seats. Also, the Society will reimburse for one checked bag, if the airline charges for the first checked bag. The Society will not reimburse for additional baggage fees. The Society’s travel agency will choose the most cost effective route of travel. Travelers wishing to deviate from the travel agency’s choice by choosing their airline or routing will be expected to pay the excess cost above the travel agency’s quote for airfare.

Charges incurred for itinerary changes made outside of these Guidelines or for the convenience of the traveler will not be reimbursed.

## TRAIN TRAVEL

All travel on Amtrak should be booked as *coach fares on regional trains*, unless prior approval is received from a member of Management to book Acela or Business Class seats. You do not need to use ALTOUR to book Amtrak tickets; but you must submit a receipt for reimbursement.

### Travel Accident Insurance

You are covered for accidents that occur during official business travel, as follows:

- Bookings made through the Society's approved travel agent receive \$350,000 of automatic insurance through American Express covering accidental death or dismemberment arising during a trip from point of departure to point of return (i.e., door-to-door).
- The Society provides \$350,000 of additional Travel Accident Insurance covering accidental death or dismemberment occurring during all business travel. This coverage is independent of the American Express or any other collateral insurance. (For aircraft travel, this insurance is subject to an aggregate limit of \$3,500,000 if more than one insured person suffers a loss in a single incident).
- Summary policy descriptions are available upon request from the Controller's Office.

## AUTOMOBILE TRAVEL

### Rented Vehicle Policy

Unless you are a DFMS officer or Administrative Executive, you must have the prior written approval of your Administrative Executive in order to rent a car or van for official business travel. The Society's designated travel agent has arranged favorable rates with several auto rental companies.

The Society's insurance coverage protects against auto liability claims that arise when autos are used for church related activities. The DFMS is subject, however, to a \$500 deductible if its traveler is deemed the "at-fault" driver involved in the accident. To protect yourself and the Society to the maximum extent possible, the traveler should rent the car in the name of the Society; elect the collision damage waiver; and/or confirm that your credit card company offers zero-deductible collision coverage (which may be comparable to CDW).

### Allowances for traveler's own vehicle

- The rate of reimbursement is the current IRS rate (applicable to employees and business consultants or volunteers) plus tolls and parking fees. Receipts for tolls and parking fees must accompany requests for reimbursement (regardless of the dollar amount).
- Gasoline and oil are *not* reimbursable expenses in addition to this per-mile reimbursement; rather, they are a part of it.
- Total reimbursement shall not exceed the sum of direct airfare plus rebated ground transportation, except in situations where the use of an automobile, in lieu of another means of transportation, can be justified.

## LODGING

### Inside New York City

The Society has established corporate accounts and tax exemptions with the Club Quarters Hotel, Grand Central (128 East 45th Street, corner of Lexington Avenue); the Fitzpatrick Grand Central Hotel (45th Street and Lexington Avenue); the Hampton Inn Manhattan UN (231 East 43rd Street and 2nd Avenue); and the Westgate New York Grand Central (304 East 42nd Street and 2nd Avenue). Reservations must be made through Sherri Siegel Quinones, Meetings Coordinator (212) 716 6021 or [squinones@episcopalchurch.org](mailto:squinones@episcopalchurch.org), in the office of the Chief Operating Officer. Note: Travelers may use other hotels but will be expected to pay any excess costs above the going rate at the corporate-rate hotel.

### Outside New York City

The *allowance for lodging* will generally be equal to the *standard business rate* (determined by locality) at a moderately priced hotel.

### Billing

*Individual Billing:* You must pay your own hotel bill and submit your receipt for reimbursement. ***You may not charge the hotel bill of another person traveling on Society business and expect reimbursement.*** The Society will not reimburse you for such a charge.

*Group Billing:* If a group wishes to arrange hotel accommodations for members attending a meeting or conference, the Society will accept direct billing from the hotel for room, group catering and audio visual charges. All individual charges (e.g., room service, meals, telephone, etc.) must be submitted through an individual Travel and Expense Report. A *contract* for group accommodations must be submitted for review by in-house counsel and signed by the Treasurer at least 60 days in advance of the meeting or conference.

### Length of Hotel Stay

The Society will reimburse travelers for hotel rooms during the period of a scheduled meeting and any additional night required to accommodate public transportation schedules. A traveler may be reimbursed for an extended stay *to the extent that the traveler can document* that the savings in transportation costs exceed the additional expense of extended lodging (e.g., the reduced fare for a weekend flight exceeds the additional hotel room charge).

## MEALS

### Allowance

Travelers will be reimbursed for the actual amount spent for meals and beverages, not to exceed the U.S. Government's per diem rate for the locality. Travelers must append to their T&E a printout from the GSA or State Department website showing the per diem rate(s) utilized. Data can be found at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem) and [https://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](https://aoprals.state.gov/content.asp?content_id=184&menu_id=78).

If the traveler is in a particular location for less than a day or is traveling internationally, the per diem rate does not apply. In that case, meal reimbursement will not exceed \$10 for breakfast, \$10 for lunch, and \$40 for dinner.

Reimbursement will be made for alcoholic beverages within per diem rates.

Original receipts for all individual meals must be provided. You may submit for reimbursement ***only*** your expenses. Please see *Miscellaneous Expenses*, below, for guidelines related to guests.

### **Reimbursement**

Requests for reimbursement for each meal must be accompanied by a bill specifying as separate items food, alcohol, and tax. This is a requirement of the Internal Revenue Code.

- No reimbursement will be made for meals, which are provided as part of the group arrangements for a meeting.
- When full or continental breakfast is included in the hotel rate, no reimbursement will be made for room service breakfast.
- An accountable Administrative Executive must approve a request for reimbursement for the entertainment of guest/guests of the Society.

## **MISCELLANEOUS EXPENSES**

### **Transfers**

Reimbursement may be denied for taxi fares when shuttle service is provided by a hotel or conference center.

### **Host/Hostess Gift**

For a meal, or hospitality in lieu of hotel accommodations, a gift is permitted provided that its cost does not exceed that of a local restaurant (for a meal) or one night's hotel rate (for hospitality). For reimbursement, you must submit a receipt for the gift and note on it the name of the recipient.

### **Laundry and Valet Services**

On trips of five (5) or more days, the cost of necessary laundry and valet services is reimbursable.

### **For Persons with Disabilities**

Persons with disabilities who need special transportation, wheelchairs, scooters, sign language interpreters or aids for vision may request provision of these and other services from the Executive Officer of the General Convention (for members of Executive Council and Interim Bodies) or the appropriate member of the Executive Leadership Team (for persons on the Presiding Bishop's staff), who will approve or disallow them on a case by case basis.

### **Business Entertainment**

The traveler may be reimbursed for entertaining a guest or employee of the Society if such entertainment is for business purposes and is pre-approved by a DFMS officer or Administrative Executive. Reimbursement for meals included in entertainment expenses must be within the guidelines for individual meals.

### **Telecommunications**

Essential personal telephone calls (e.g., to your home) and Internet access charges are reimbursable on a reasonable basis.

### **Other Miscellaneous Expenses**

When an in-hotel health facility is not included in the base hotel room charge, reimbursement will be payable up to \$10 per day. The separate charge must be clearly identifiable. Modest incidental tips for service do not require receipts.

## **TRAVEL ADVANCES**

### **Policy**

Advances for official travel are available to all employees and members of Interim Bodies engaged in official travel for the Episcopal Church.

Because air travel is to be booked through the Society's approved travel agent who will charge the fare directly to the corporate American Express account, travel advances should be requested for essential anticipated expenses only.

#### **Obtaining a travel advance**

You should submit to the appropriate Administrative Executive or the General Convention Office an invoice or statement for an advance to cover reasonable expenses such as ground travel, lodging, and meals. You should allow ten (10) working days for processing; therefore, all requests should be submitted as early as possible.

#### **Accounting for a travel advance**

Immediately, or no later than fourteen (14) calendar days after your trip, you must submit the Travel and Expense Report (specifying the amount of reimbursement due or the unused funds being returned) with the following attachments:

- An e-invoice or original airline or train ticket from the DFMS officially designated travel agent or a bus ticket or stub (to verify the cost of your ticket and ensure that it was actually used). An itinerary only will *not* be accepted. This procedure must be followed even when travel has been charged to the Society's American Express account.
- A receipted hotel bill. (If you elect not to stay at the official hotel designated for a meeting, you should submit a bill from your hotel; however, you will be reimbursed only for an amount equal to the group rate at the designated official hotel).
- Receipts for all reimbursable meals, transportation, entertainment and miscellaneous expenses other than tips.

#### **Subsequent travel advances**

Subsequent requests for travel advances will not be processed until proper accounting is received for all previous advances.

#### **Exception**

If only your airfare was prepaid, you may request an advance to cover other expenses for the same trip.

#### **IRS Form 1099**

At the end of each calendar year, in accordance with IRS regulations, Form 1099 (Non-employee Compensation) will be issued by the Society in the amount of all travel advances for which an accounting has not been made to the Society.

**REIMBURSEMENT**

*All receipts must include the name of the vendor, date and dollar amount.*

**Documentation for Reimbursement**

Travelers seeking reimbursement must submit the following documentation along with their expense report:	
Air/Rail	E-invoice from travel agency for air or rail. If rail transportation is not booked through the travel agency, then the original passenger coupon with the price.
Lodging	Complete hotel folio showing proof of payment
Car Rental	Rental car agreement including proof of payment
Meals/Entertainment	Charge/credit card receipt or cash register receipt (no restaurant tear tabs); or note indicating "\$x.00 for airplane meal" or for similar modest-priced meals when no receipt is given.

- All airline and rail charges will be centrally billed to the Society's American Express account.
- You may charge and be reimbursed only for your own official travel. You will not be reimbursed for travel, lodging or meal expenses of a group or any other person(s).
- Arrangements for official travel by a group or any other person(s) must be made by our official travel agent. (See *Travel Agent*, below.)
- Because all travel reimbursement guidelines comply with the Internal Revenue Code, reimbursed out-of-pocket expenses for official travel will *not* be reported to the IRS as income.

**Submitting a Request for Reimbursement**

Please direct all requests for reimbursement to the staff person through whom the meeting arrangements were made.

Requests for reimbursement for group travel for Members of Interim Bodies of the General Convention or Executive Council should be sent to:

General Convention Office  
The Episcopal Church Center  
815 Second Avenue  
New York, NY 10017  
Tel: (212-716-6017)

Any subsequent questions should be directed to June A. Victor in the Treasurer's Office (212-716-6077), or to Thelma Bailey in the Controller's Office (212-716- 6292).

## TRAVEL AGENT

### Policy

The DFMS contracts with an officially designated travel agent, ALTOUR (formerly A&I Travel Management, Inc.). The benefits of using this agent include very significant cost savings, upgrades, on-line booking in many instances, plus other special features. You may book transportation through another means **only if** you can document that you can achieve savings of more than \$100 below the fare plus agency fee quoted by ALTOUR. (We recommend that after obtaining an alternative fare quote you obtain a written quote from ALTOUR should you elect to purchase the alternative option.) **All exceptions should be documented and fully explained on an accompanying note, ensuring that the arithmetic and calculations are clear; otherwise your reimbursement may be delayed or rejected.**

The DFMS Travel Request Form must be completed by either the traveler or the travel planner prior to booking any “individual” travel arrangements with an agent or online. An email will automatically generate to the person filling out the Travel Request form upon completion. If booking with an agent, please allow approximately 10 minutes between the time of completing the Travel Request Form and the time you call an agent to insure that ALTOUR has received the proper information.

Access the Travel Request Form using this link: <https://aitvl.wufoo.com/forms/mfj1b611ksjt0i/>  
Complete the form and click “Submit.” (The required password must be obtained from your event organizer.)

The screenshot shows a web form titled "DFMS Travel Request Form" with the WUFOO logo at the top. Below the title is an important note: "IMPORTANT: Separate forms must be completed for each individual traveler." The form contains several sections:

- Name of Traveler \***: Two input fields for "First" and "Last" names.
- Traveler Status \***: A dropdown menu with "Please Select:" and a downward arrow.
- Purpose of Trip \***: A text input field with a character count below it: "Maximum Allowed: 40 characters. Currently Used: 0 characters."
- Traveling by: \***: Two radio button options: "Air" (selected) and "Rail".
- Air/Rail Travel \***: Three radio button options: "Round-Trip" (selected), "One-Way", and "Multi-Destination".

Immediately after the Travel Request Form has been submitted, an e-mail will be sent to the email address entered on the form.

Travelers have three options for booking travel with ALTOUR. A traveler profile is recommended for those who travel routinely. Call or email ALTOUR to request instructions on how to establish a travel profile. (866-683-8248 press “3”)

**Option 1:** Call a full service agent at ALTOUR Travel Service (Monday through Friday, 8:00am to 5:00pm Central.)

Your dedicated agent team includes:

Rosie Gattas	<a href="mailto:rosie.gattas@altour.com">rosie.gattas@altour.com</a>	866-683-8248 ext. 1507
Lourdes Bada	<a href="mailto:lourdes.bada@altour.com">lourdes.bada@altour.com</a>	866-683-8248 ext. 1515
Marilyn Bridges	<a href="mailto:marilyn.bridges@altour.com">marilyn.bridges@altour.com</a>	866-683-8248 ext. 1449
Amy Hernandez	<a href="mailto:amy.hernandez@altour.com">amy.hernandez@altour.com</a>	866-683-8248 ext. 1427

**Option 2:** Email your travel request to [dfms@altour.com](mailto:dfms@altour.com) or email an agent directly using the agent’s email listed above.

**Option 3:** Book online at <http://dfms-aitravel.deem.com> – (You must be an authorized user with an active DEEM profile and online account to use this option.)

\*\* If booking online, you will be required to enter an “account code” for your trip into the reservation. We therefore recommend that you have the email you received in response to the Travel Request Form accessible when you login to book. To ensure accuracy, you should cut and paste the account code from the email into the reservation, when prompted. If you have technical problems with the online site, you can contact the ALTOUR online support desk during regular business hours. Phone: 866-683-8248 press “3”.

### **Electronic Invoice and Final Approval Process**

After you have completed the booking, whether online or with an agent, you will receive an email confirming your itinerary.

A copy of your itinerary will also be sent to the appropriate approver who will let you know if the requested travel is NOT approved.

#### **If a trip is NOT approved the approver should:**

- Contact ALTOUR with instructions to cancel the trip and void the airline ticket.
- Contact the traveler and/or travel planner to notify them that the trip request has been declined.

**IMPORTANT NOTE:** Airline rules only permit airline tickets to be voided within one (1) business day of ticket issuance by our agency. (A ticket issued on Monday must be voided by Tuesday; otherwise, the ticket will be charged to the customer and it cannot be re-issued without an airline-assessed fee of \$ 200 or more. The exception to this rule is for tickets issued on Friday, Saturday and Sunday which allow voiding through Monday.)

### **MEETING SCHEDULING**

To accommodate the schedules of both the clergy and lay members, we encourage committees and other bodies to consider using a combination of weekdays and weekends when scheduling meetings.

Traveler Name:					Trip Dates:							
Street Address:					Trip Locations:							
City, State, Zip:					Trip Purpose:							
<input type="checkbox"/> Hold Check for					Vendor #:							
<b>Please report all expenses in U.S. Dollars (see Instructions)</b>												
<b>TRAVEL AND EXPENSE REPORT</b> <b>The Domestic and Foreign Missionary Society</b> <b>815 Second Avenue, New York, New York 10017</b>	<b>Meals (including meal tips)</b>				<b>Lodging</b>	<b>Transportation Expenses</b>			<b>Miscellaneous</b>			
	Date (M/D/Y)	Traveler's Breakfast	Traveler's Lunch	Traveler's Dinner	Entertainment <sup>3</sup>	Lodging (room and taxes only)	Airfare / Train / Bus <sup>1,3</sup>	Local (e.g., taxi and tips; auto rental <sup>1</sup> )	Personal Vehicle (plus tolls & parking) <sup>2</sup>	Tel/Fax/ Internet	Tips (do not include meal tips)	Other <sup>3</sup> (include checked bag fees)
	TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>SUMMARY EXPENSES</b>					<b>FOR ACCOUNTING</b>						
Category	Account Number			Total	Controller's Office Only	Authorized by:			Date:			
Meals	-	- 8232	-	\$ -		Reviewed by:			Date:			
Lodging	-	- 8233	-	\$ -		Controller:			Date:			
Travel	-	- 8231	-	\$ -		Obligation #:			Date:			
Misc.	-	- 8234	-	\$ -		Check #:			Date:			
Total Expenses				\$ -		<sup>1</sup> Ticket, original receipts and/or auto rental approval letter must be attached						
Less Advance Received						<sup>2</sup> <b>\$0.14 or \$0.58 per IRS guidelines</b> per mile plus tolls and parking (itemize on reverse)						
Reimbursement due Traveler (or to DFMS)				\$ -		<sup>3</sup> Please itemize on next page						
TRAVELER SIGNATURE				DATE								
<b>X</b>												
Please review the travel guidelines at:												
<a href="https://www.episcopalchurch.org/page/forms-and-guidelines">https://www.episcopalchurch.org/page/forms-and-guidelines</a>												

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