

The Domestic and Foreign Missionary Society Guidelines for Official Travel

*For the Executive Council of the General Convention;
and Officers, Employees, Consultants and Volunteers (including members of Interim Bodies)
of The Episcopal Church
as of October 2025*

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 are to be submitted no later than 7 days after the end of the trip, using the process in Emburse, as provided with your meeting registration or by your supervisor. All reimbursement requests must have a receipt or other backup material.

- All requests for reimbursement must clearly identify the dates, destination and the business purpose of the trip, meeting or expense.
- Requests 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. 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.

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.

AIR TRAVEL

Fare

All trips should be booked as coach fares, unless approved in advance by the appropriate member of

Management or if the flight is longer than six hours. Also, the Society will reimburse for one checked bag, if the airline charges for the first checked bag. Charges incurred for itinerary changes made outside of these Guidelines or for the convenience of the traveler will not be reimbursed. Travel is booked online through Egencia. Detailed orientation will be provided to staff and members of interim bodies prior to booking.

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. Train travel should be booked through Egencia.

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 approval of your Administrative Executive in order to rent a car or van for official business travel.

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 plus tolls and parking fees. Receipts for tolls and parking fees must accompany requests for reimbursement (regardless of the dollar amount) and must be submitted through Egencia/Emburse.
- 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 local hotel properties. Reservations must be made through Sherri Siegel Quinones, Meetings Coordinator (212) 716 6021 or squinones@episcopalchurch.org. 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 through Emburse.

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 Emburse.

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.

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.

Original point of sale receipts for all individual meals must be provided.

Meals Reimbursement

Requests for reimbursement for each meal must be accompanied by a bill specifying as separate items: food, beverage, 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 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 Gift

A host gift is permitted provided that its cost does not exceed that of a local restaurant or one night's hotel rate. For reimbursement, you must submit a receipt for the gift and note on it the name of the recipient. An accountable Administrative Executive must approve a request for reimbursement for a host gift.

Laundry Services

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

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 appropriate Administrative Executive.

Tipping

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.

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 seven calendar days after your trip, you must submit through Emburse (specifying the amount of reimbursement due or the unused funds being returned) with the appropriate receipts for any expenses paid for with the advance or additional expenses that require reimbursement.

Subsequent travel advances

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

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.

****Once new software is fully operational, detailed instructions on accessing and using will be added to this document.*