

ITEMIZED EXPENSES

TRAVEL AND EXPENSE REPORT
 The Domestic and Foreign Missionary Society
 815 Second Avenue, New York, New York 10017

Entertainment				
Date	Place of Entertainment	Cost	Names of Individuals Entertained	Business Purpose

Miscellaneous Expenses (Tel/Fax/Internet, Tips, Other)					
Date	Amount	Description	Date	Amount	Description

Auto Rental Expenses (attach authorization letter)					
Date	Amount	Description	Date	Amount	Description

Personal Automobile Use (Reimbursed at \$0.58 per mile; gasoline is not reimbursable)				
Date	From/To City	Miles	Persons Transported	Comments

Foreign Currency (list)	Conversion Rate per US Dollar (e.g., 20 pesos per USD)	Date/s of Conversion (average for travel dates)

INSTRUCTIONS

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Please type or print clearly.

All requests for reimbursement must be filed on the Travel and Expense Report and must be accompanied by clearly legible scanned copies or e-invoices for ALL expenses other than tips (**or original receipts if not within the 14-day window**). **Summary credit card statements and other copies are not acceptable. NOTE: To encourage prompt filing of Travel and Expense Reports, electronic copies will be accepted only when submitted within 14 days after incurring travel and entertainment expenses. All Travel and Expense Reports must be signed regardless of how they are submitted.** The completed form should be forwarded to your Supervisor or meeting organizer for approval and submission to the Controller's Office within 14 calendar days following each trip or incurring entertainment and telephone expenses. **Expenses submitted after 60 days will not be reimbursed.**

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>.

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 the Guidelines for Official Travel available at <http://www.episcopalchurch.org/page/forms-and-guidelines>

Expenses that are not subject to reimbursement

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

Submitting a Request for Reimbursement

Receipts should be scanned, taped or stapled to blank sheets of letter-sized paper, and properly spaced so that all the numbers on each receipt are clearly identifiable. These blank sheets should then be attached to the T & E form. We request that you not bunch and staple receipts one behind the other, as this delays review and processing.

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: GCOoffice@episcopalchurch.org or by mail to General Convention Office, The Episcopal Church Center, 815 Second Avenue, New York, NY 10017, Tel: (212-716-6017)