

THE DIOCESE OF SOUTHEAST FLORIDA, INC.
GUIDELINES FOR OFFICIAL BUSINESS TRAVEL

Applicable to Members of Committees, Commissions, Boards and Agencies, the Executive Board and Officers, Employees and Consultants

(Revised August 22, 2014)

When traveling on official business on behalf of the Diocese of Southeast Florida, Inc. ("the Diocese" or "Diocesan"), you should travel by the most expeditious method, route, and at the most reasonable cost to the Diocese.

TRAVEL AIRFARES:

- Fares should be booked with enough time in advance, to be able to take advantage of any early discounted fares.
- All trips should be booked on coach, unless approved by the C.O.O. or the Treasurer of the Diocese.

TRAVEL REIMBURSEMENTS:

- All travel and related expense reimbursement requests should be submitted to the accounting department of the Diocese, in accordance to the "Mileage and Expense Reimbursement Policy", posted on the Diocesan website. You will need to complete the Travel and Expense Report, also available on the Diocesan website. All expenses, including airfare, should be accompanied by original receipts and ticket stubs. *Copies are not acceptable.*
- You will be reimbursed only for your own official business travel. You will not be reimbursed for official business travel, lodging or meal expenses of a group, or any other person, unless approval is obtained in advance from the C.O.O. or the Treasurer of the Diocese.
- All Diocesan travel reimbursement guidelines are in compliance with the Internal Revenue Code.

CAR RENTAL DURING TRAVEL:

- You must have the prior written approval of the C.O.O. or the Treasurer of the Diocese, in order to rent a car for official business travel. You are encouraged to check with various car rental agencies to determine which can offer the best rate at that particular time.
- In an attempt to protect you, as well as the Diocese, you must take the collision insurance option, whenever you rent an automobile while on official business on behalf of the Diocese.

USE OF TRAVELER'S OWN VEHICLE:

- You will need to follow the "Mileage and Expense Reimbursement Policy", posted on the Diocesan website.
- 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:

Group:

- If a group wishes to arrange hotel accommodations for members attending a meeting or conference, the Diocese will accept direct billing from the hotel. A contract for group accommodations must be signed by the C.O.O. or the Treasurer of the Diocese, previous to the meeting or conference.

Individual:

- You must pay your own hotel bill and submit your receipt for reimbursement. You may not pay the hotel bill of another person and expect reimbursement, unless approval is obtained in advance from the C.O.O. or the Treasurer of the Diocese.

MEAL REIMBURSEMENTS:

- All requests for meal reimbursement must be accompanied by a credit card receipt, a hotel receipt or restaurant bill. Bills must specify, as separate items, food, alcohol, and tax. This is a requirement of the Internal Revenue Code.
- All requests for reimbursement for the entertainment of a guest/guests of the Diocese must be approved by the C.O.O. or the Treasurer of the Diocese. Accordingly, original receipts must be submitted. *Copies are not acceptable.*

MISCELLANEOUS EXPENSES:

Non-reimbursable Personal Expenses:

- Personal expenses, which are not reimbursable, include: in-room movies, unofficial (personal) entertainment, newspapers, magazines, and sightseeing.
- The following other expenses are not approved for reimbursement: dependent care, pet care, supply clergy on behalf of other clergy on official business, use of frequent flyer miles, or lost pay.

Other:

- Clergy spouse's travel expenses will only be eligible for reimbursement if approved in advance by the C.O.O. or the Treasurer of the Diocese.
- For control and audit purposes, exceptions to any policy relating to reimbursement should be approved in advance only by the C.O.O. or the Treasurer of the Diocese.
- All single expenses must be accompanied by an original receipt.
- All expense receipts must be submitted regardless of the amount.
- All requests must clearly identify and state the purpose of the meeting or trip for which reimbursement is sought.