



# Policy on Travel Reimbursement

## 1. General Provisions

No reimbursement of any kind can be paid without production of the original receipts accompanied by the approved Request for Reimbursement form ([available online](#)).

All requests for reimbursement must be made within sixty (60) days, or before the end of the year, whichever comes first. Please itemize all expenses separately, using more pages if necessary. (Do not lump meals into one figure, but list each meal, according to the receipts.)

Receipts should be taped to blank sheets of A4 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 Request for Reimbursement. We request that you not bunch and staple receipts one behind the other.

For accounting purposes, please use a separate form for each event.

## 2. Accommodations

Hotel accommodation is normally reserved and paid for by the Convocation Office for those attending committee meetings where an overnight stay is necessary to the business of the Convocation.

However, in some circumstances individuals may prefer to make their own arrangements for accommodation and, in this case, the Convocation will reimburse the cost of such accommodation, up to the cost of the hotel used by the Convocation for this event (rate will be provided upon request). The number of nights reimbursed will be the minimum necessary to allow attendance throughout the relevant meeting (but see below for provisions concerning long-distance train travel on Saturday nights).

## 3. Travel

In response to the climate crisis, and following the leadership of the Convocation's Ministry Initiative on Climate and Creation Care, the Council of Advice authorized a new policy on reimbursement for Convocation-related travel. This policy was adopted by the Convention in October 2020.

## A. Modes of Travel

- Traveling by train is to be the norm with other modes of transport (i.e. flight or car) approved only if a train journey exceeds eight hours.
- Travel by air will only be reimbursed in exceptional circumstances. A permission form (found on the Convocation website) must be submitted to the Convocation Office at least two weeks prior to the journey setting out why a flight is necessary. For journeys that would take longer than 8 hours by train, permission is not required.
- Travel by means of personal vehicles requires prior approval by the Convocation Office, which will be authorized only if less expensive than public transport (e.g. more than one person, carrying heavy amounts of extra items for the meeting, etc.), and/or the only reasonable means of travel.

## B. Reimbursement policies and requirements

### *Rail travel*

- Second class rail fares will be reimbursed in full.
- Travelers are encouraged to investigate the purchase of rail cards, which can provide access to significantly cheaper fare costs. The Convocation will reimburse 12% of annual rail-card costs for each round-trip train journey to Convocation meetings. A photo-copy of the rail-card will need to be provided to receive this reimbursement.
- If travelers choose a more expensive option (i.e., First Class travel), reimbursements will only be provided for the equivalent of the second-class fare. Claimants will have to provide evidence of both the lower and the higher fare to make a claim for reimbursement.
- Claimants are requested to travel during off-peak times when possible, in order to secure the best value fares on days of travel.

### *Air Travel*

- For all approved flights, economy class fares will be reimbursed in full. The reimbursement will only be for the equivalent of the lowest available fare. In addition, receipts of carbon offsets from either an airline or independent provider must be provided for all flights. If an airline does not provide such a receipt, then the carbon offset must be purchased from an independent provider such as [www.carbonfootprint.com](http://www.carbonfootprint.com) or [www.goldstandard.org](http://www.goldstandard.org). Carbon offsets purchased will be reimbursed in full.

## C. Additional provisions

- Taxi fares will be reimbursed only where there is no reasonable alternative, preferably requested in advance. On the expense reimbursement form claimants must provide explanation of reason for which a taxi was necessary.
- For those traveling by road, only road tolls and fuel will be reimbursed. Begin with a full tank, and submit the number of kilometers driven with receipts for fuel during and at the end of the trip plus receipts for any road tolls. Carbon offsets must be purchased covering the number of kilometers traveled. The carbon offsets will be reimbursed in full.
- Parking at the train station or airport while away at a meeting will not be reimbursed.
- On rare occasion, a rental car may be authorized, when no other alternative is possible. Permission for this must be requested in advance from the Convocation Office.

- Where travel by train exceeds eight hours and an overnight stay in hotel accommodation is required to break the journey, a €50 voucher will be offered if full receipts are provided.
- Sometimes a train journey or flight which involves staying over a Saturday night is significantly cheaper than one which does not. If this necessitates an extra night's stay in a hotel, but the overall cost is lower, this option should be taken—as long as it is practical for the person(s) concerned. Comparative costs must be provided with the expense form.

#### **4. Meals**

There will be no reimbursement made for meals taken outside when meals are available at no charge either because they are included in the hotel fee or they are provided by the Convocation.

Meals taken while traveling or staying away from home on Convocation business will be reimbursed up to the following maximum per person per day, including drinks:

Breakfast: €15    Lunch: €15    Dinner: €30    (Or a total of €60 for three meals)

#### **5. Cash Advances**

Normally costs for Convocation business are absorbed by the participant through his or her personal account with reimbursement made after the fact. Advances may be requested in exceptional circumstances. Full accounting must be made within fifteen days after the event; unexpended amounts must be repaid at this reporting time.

#### **6. Other Expenses**

Any expenses incurred on behalf of the Convocation, e.g. printing, books, supplies, etc., must be approved in advance by the appropriate committee. The reimbursement form must be accompanied by the original receipts and a clear description of the expense.

Approved by the Bishop and Council of Advice • May, 2021