

2021 TRAVEL & EXPENSE REIMBURSEMENT REQUEST

CHECK PAYABLE TO:

Name _____
Street Address or P.O. Box City, State, ZIP _____
email address _____

TRAVEL (Current IRS rate) miles @ .56 cents per mile _____

MEALS: Receipts must be attached. See reverse for instructions.

MOTEL: Receipts must be attached. See reverse for instructions.

OTHER: Please describe. Attach receipts, if applicable.

TOTAL REIMBURSEMENT REQUEST : _____

Submitted by _____

Approval _____

Treasurer _____

Episcopal Diocese of North Dakota 3600 25th St. S Fargo, ND 58104 Telephone: 701-235-6688

Email: finance@ndepiscopal.org

DATE REQUESTED _____

DATE OF EVENT _____

LOCATION _____

Diocesan Council/Standing Committee

Commission on Ministry

NDCIM

Staff Other _____

EXPENSE REIMBURSEMENT PLAN FOR THE DIOCESE

1. Participants are expected to attend all of the meeting for which a reimbursement request is made. Expenses cannot be paid unless at least one-half of the meeting has been attended. This plan shall apply to all committees and commissions, Diocesan Council, and others where applicable and budgeted.
2. TRANSPORTATION: The use of the most economical mode of travel and car pooling are encouraged. Mileage reimbursement is allowed only for meeting participants.
3. MEALS: Meals should be pre-planned and served by a congregation when possible. One day meetings 1 meal (if meeting length justifies) 2 meals (if meeting length and mileage justify). Meetings longer than one day breakfast, lunch, and supper. Reimbursement should be requested only for the actual cost of the meal. Please attach receipts.
4. LODGING: The most economical lodging available should be used. A receipt must be attached. Chairpersons and Diocesan Council may designate where members will sleep. Other accommodations must be paid by the individual.
5. Expenses must be approved by the committee chairperson, the bishop, or the treasurer, where applicable.
6. Reimbursement questions should be directed to the committee chairperson or the Diocesan office.
7. Reimbursable events: Diocesan Council Meetings, Commission on Ministry Meetings, Finance Meetings, Diocesan Convention (for staff or Diocesan Council/Standing Committee meetings), and other events approved by the Bishop.