

TRAVEL EXPENSE ALLOWANCE

In Field

Full time pastors are given a monthly flat allowance which includes mileage at the current mileage rate for the expenses of travel within the area assigned. The allowance is determined as follows:

1 church	1300 miles	x .38 = \$494.00
2 churches	1500 miles	x .38 = \$570.00
3 churches	1600 miles	x .38 = \$608.00
4 churches	1700 miles	x .38 = \$646.00
Associate pastors/interns	1150 miles	x .38 = \$437.00

It is necessary for tax purposes that the employee justify the use of this travel budget. Therefore, the employee should keep a record of miles driven and the location, tolls, lodging and per diem. The Conference can only corroborate for IRS purposes, what is reported on the monthly workers' expense report.

Tolls

Road, bridge and tunnel tolls are reportable as incurred in the district work.

Out of Field Travel

Out of field travel is defined as any travel outside of the assigned district of the employee. **An employee desiring reimbursement for out of field travel must first receive approval from either the president, vice president for administration or vice president for finance.** Notation as to which officer approved the trip is to be made in the explanation column on the monthly worker's report. When approval is given, reimbursement for expenses will be as follows:

Mileage at the current mileage rate by the most direct route

Lodging at actual cost (lodging bills required)

Meals actual cost of meals up to the current per diem rate

Tolls actual bridge, road, tunnel tolls (receipts not required)

Parking, taxi and tips as incurred (receipts not required)

Air Fare actual cost of air fare (copy of air ticket required)

Out of field travel that is automatically authorized is as follows:

Workers' meetings

Camp Meeting

Constituency Meetings

Camp Meeting Planning Committee

Ordination Committee

Personnel Committee

Executive Committee Members and Invitees

Intern/pastor review meetings

Orientation day at conference office

Other meetings as called by the conference president, vice presidents
or conference committee

TRAVEL EXPENSE ALLOWANCE, Cont'd

Mileage Rate – Part Time Pastors

Part time pastors will be reimbursed at the standard denominational rate on actual mileage up to the limit for their district as follows:

1 church	1300 miles	x .38 = \$494.00
2 churches	1500 miles	x .38 = \$570.00
3 churches	1600 miles	x .38 = \$608.00
4 churches	1700 miles	x .38 = \$646.00

Daily Mileage Records

Employees who receive a monthly flat travel allowance are expected to keep daily records of their budget travel and to report on a daily basis on the monthly report.

Evangelistic Meetings

See Evangelism – Pastoral Assistance E-7

Non Conference Related Travel

Full time Conference officers, departmental directors and associates and pastors may be granted the lesser of 6 trips or 18 days, including travel time but excluding Sundays, for requests for their services outside regular conference related duties. Part time employees may be granted the lesser of 3 trips or up to 9 days per year under the same conditions as above.

Travel Allowance for Spouse

Conference Officers and Vice Presidents who are required to travel regularly may request authorization for his/her spouse to accompany him/her at denominational expense on one authorized trip per year according to the following guidelines:

The following allowances shall be granted:

- Actual lodging expense during time of meeting
- Per diem during time of meeting
- Per diem shall be at the employee and spouse rate