

## **OUT OF AREA TRAVEL – CHANCERY**

The Diocese encourages employees' continuing education and their participation and leadership in professional associations and ministry networks, sometimes requiring travel outside the Diocese.

In considering the benefits of such travel, employees and their Supervisors should also consider the costs involved both in direct financial outlay and in time away from ordinary job responsibilities. Accordingly, Chancery Department and Division Directors will ensure adherence to the following protocols:

- Before employees accept organizational leadership positions requiring travel, they will consult with their supervisor, noting the benefits as well as the costs of participation, and specific approval of both the Department and the Division Director must be obtained.
- Prior to arranging business travel, employees will complete an out of area travel request form (See Appendix D: D-12) and receive their supervisor's written authorization.
- On return from business travel, employees will brief their supervisor in writing on activities and/or benefits of the trip.
- Out of area travel expenses will be kept within approved department budgets.

### **Travel Arrangements**

Chancery personnel should make travel arrangements themselves. Reservations should be made as far in advance as possible in order to achieve maximum savings.

### **Air Transportation**

Employees should fly economy class or other lowest fare available. Any upgrade in class will be at the employee's own expense. The Diocese will cover the cost of any flight cancellation or change penalties incurred for valid work-related reasons. However, one's supervisor must approve such changes in flight arrangements.

If an employee extends his or her itinerary for personal reasons, he or she will be responsible for paying the added cost. This will be determined by subtracting the best round trip fare to the business destination from the cost of the full itinerary.

The Diocese will reimburse the employee for mileage to and from the airport and for airport parking while away, or for taxi or shuttle fare between the employee's home or office and the airport. The employee should choose the least expensive alternative.

### **Lodging**

Employees traveling on organizational business should choose moderate accommodations. When attending conventions or meetings it is appropriate to stay at the "official" hotel of the

gathering. Single occupancy or shared accommodations are acceptable. Additional costs for premium accommodations will be at the traveler's own expense.

When family members or friends accompany the employee on a business trip, charges beyond the cost for single occupancy accommodations must be borne by the employee.

### **Meals**

The approved average daily meal allowance is \$40. In exceptional circumstances, supervisors may approve a higher average daily meal allowance.

### **Ground Transportation**

With approval of one's supervisor, an employee traveling on Diocesan business may rent a car when a less expensive means of transportation is unavailable or when such rental will facilitate the carrying out of Diocesan business. Lower priced rental alternatives should be chosen. Because the Diocese carries automobile liability insurance, additional insurance should be waived.

Charges for the use of taxis, shuttles, buses and other means of transportation are reimbursable.

### **Telephone**

The Diocese will reimburse work related telephone calls as well as a brief call home each day while traveling outside the area. When possible, calls should be placed on a telephone credit card rather than billed through the hotel in order to minimize expenses.

### **Non-reimbursable Expenses**

Expenses not related to the business activity are not reimbursable. Examples of non-reimbursable expenses include the cost of movies or other entertainment, bar bills, the cost of reading materials, meal expenses of personal guests, and losses due to theft or misplacement.

### **Expense Reporting for Reimbursement**

Accurate and complete travel expense reports with itemized receipts are required for all reimbursable travel expenses. Credit card statements in lieu of original receipts are not sufficient for reimbursement. Expense reports require the signed approval of one's supervisor.

### **Travel Advances**

Although reimbursement is preferred, employees may request a travel advance, if needed. Employees who have received cash advances must submit a detailed expense report with receipts upon the completion of travel. The report must have the signed approval of the employee's supervisor. Unexpended funds due the Diocese are payable at this time.