

Classis Lake Superior Travel Policy

Scope – The following travel policies and guidelines are applicable to the business related travel and expense items of all officers, delegates, members of committees and any others traveling on behalf of or as a guest of Classis Lake Superior. If there are reimbursement questions that are not addressed in this document, please contact the Stated Clerk or the Treasurer for clarification.

Purpose – To ensure that Classis Lake Superior budgeted expense dollars are spent as effectively as possible. The option of meeting by conference call or SKYPE meeting should be considered when possible.

Travel Reimbursement – Classis Lake Superior desires to fairly compensate members for expenses incurred while engaged in any activities for the benefit of the Christian Reformed Church and specifically for Classis Lake Superior. Requests for travel reimbursement must be submitted on the expense form available on the Classis Lake Superior Website.

A. **Mileage Reimbursement For Use Of Personal Car** – Travelers are encouraged to use a rental car when they are driving more than 200 miles/kilometers per day. Personal vehicles may be used when driving fewer than 200 miles/kilometers per day. Mileage (miles/kilometers) will be reimbursed at 80% of the prevailing Internal Revenue Service rate for travel originating in the United States and Canada. In addition to mileage or kilometer reimbursement: travelers are also reimbursed for parking fees, road tolls, and any other expenses directly related to the trip. Travelers are not reimbursed for car repairs, parking tickets, traffic violations, fuel costs or insurance claims.

- B. **Mileage Reimbursement For Use Of Personal Car To Classis Meetings** – Delegates are also encouraged to use a rental car when they are driving more than 200 miles/kilometers to a Classis meeting. Delegates are encouraged to use one vehicle to transport the two or three representatives from their church to the meetings of Classis. If delegates are claiming more than one full reimbursement for travel to the Classis meeting, this must be explained to the classical expense review committee.
- C. **Car Rental** – Drivers must be 25 years of age or older. Be aware that many rental agencies may prohibit rental returns when a location is closed. If the location has a drop box there should not be a problem. Also the rental agency may require notification if your rental return date is to be changed from the original request. Please inquire about the rental company's return policy. A mid-size car is standard. A full size car is recommended when three or more travelers are traveling together in the same vehicle. Large vehicles, such as vans, should be rented only when there is a specific need. Please refuel a rental vehicle before returning it to a rental agency. Rental agency refueling fees can be significantly higher than retail cost. Fuel receipts must be obtained to submit for reimbursement with the expense form.
- D. **Traveler's Air Flight Responsibilities** – Classis Lake Superior members are authorized to book flights at the lowest air fare available. All air travelers upon the return of their trip are responsible for completing and submitting a travel expense form with appropriate receipts attached. Please book airfare as far in advance as possible – at least four weeks prior to the travel date or as soon as plans are firmly in place. If feasible, stay over a Saturday night in order to get the lowest rate.

- E. **Lodging** – To maximize savings opportunities reservations should normally be made for a single room with a private bath in a suitable, moderately priced hotel – balancing quality, price and security. Guarantee late arrival (after 4:00 P.M.) with a major credit card. If travel plans change and it becomes necessary to cancel a hotel reservation, call the hotel directly and obtain the name or identifying number of the person who handles your cancellation request. Request a cancellation number. This information is essential in reversing a “no show” charge, should one be placed on your credit card in error. If there is a requirement to attend an early morning meeting (before 10:00 A.M.) which requires a drive of over 200 miles, the delegates or church representatives are authorized to secure lodging at the expense of Classis Lake Superior.
- F. **Meals** – Necessary, reasonable and properly documented meal expenses are reimbursable. Receipts are required for all meal expenses. The receipt must include the name and location of the establishment, the date and the amount. On your receipt you must name the person or the group with whom this was shared and the general purpose of your meeting. Submit all receipts for reimbursement with the expense form. Meal stops on the return trip from a Classis meeting can be estimated in order to have the Classis Expense Review Committee approve meal expenses.
- G. **Gratuities** – Gratuities are allowed for normal tipping situations. Use the following as guidelines for tipping: 15% for meals, \$1.00 for doormen, \$1.00 a bag for bellmen/skycaps and 10% for taxi drivers.
- H. **Luggage Fees** – The traveler will be reimbursed for the first piece of luggage when charged. Additional luggage will be a personal expense of the traveler.

- I. **Taxi, Bus Or Airport Shuttle** – The cost of taxi, bus or airport shuttle is reimbursable. Travelers are expected to choose the most cost effective mode of transportation available. Receipts must be obtained to claim this expense.

- J. **Family/Friend Accompaniment** – A spouse or other family member or friend may accompany the traveler on business trips. However any additional costs incurred because of the travelers are not reimbursable expenses.

- K. **Passport** – All persons traveling outside of the United States or Canada are required to present a passport or other valid travel document to enter or re-enter the United States or Canada. The United States government has implemented the full requirements of the land and sea phase of the Western Hemisphere Travel Initiative (WHTI). The rules require most travelers, including Canadian and United States citizens entering the United States at sea or land ports of entry to have a passport, passport card or other document approved by the Department of Homeland Security.