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BETHEL AME CHURCH **Travel  
Policy / Procedure**

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“The Church With A Smile”  
94 West Lincoln Street, Hampton, VA 23669

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Subject: Travel Policy  
Policy #: 1.00

**POLICY:**

It is the policy of Bethel African Methodist Episcopal Church (BAMEC) to provide funding to official church travelers.

**PURPOSE:**

To provide guidance to those responsible for approving, recording, and authorizing travel requests and establishing traveler’s responsibilities.

**DEFINITION:**

The term “Church Travel Expenses” is defined as authorized expenses incurred by an official of the church who travels to church-related meetings/conferences associated with the African Methodist Episcopal Church (AMEC).

**PROCEDURE:**

I. **Travelers:** The Pastor, Elected Church Delegate (and Spouse, lodging only), Church Pro Tems, Van/Bus Drivers, and those approved by the Official Board are eligible for reimbursement of approved travel expenses subject to the guidelines described below.

Elected delegates from BAMEC ministries (i.e., Lay, Missionary, YPD, Church School, etc.) are eligible for approved paid travel expenses pending the availability of funds deposited into the General Church Fund by said ministry.

**All travelers must submit a travel request and the request approved prior to the trip.**

Non-BAMEC persons traveling on the Bus will be assessed a fee. The amount will be determined for each trip by the travel committee and the funds turned into the Van/Bus expense account. The organization responsible for the trip is also responsible for collecting funds and turning them in to the travel committee.

II. **Types of Travel:** Travel is grouped into several categories for approval and recordkeeping:

Conferences/Conventions: General, District, Mid-Year, Annual, Church School

Meetings: Planning, Connectional, Call of the Bishop, Founders Day, Bishops Council

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# BETHEL A.M.E. CHURCH      Travel Policy / Procedure

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**III. Controlling Costs:** It is the objective of BAMEC to make travel accessible at the lowest practical cost.

#### **IV. Reimbursement for Travel**

##### **A. AIR TRAVEL**

1. Making Reservations: It is the traveler's responsibility to make the reservation.
2. Cancellation: In the event the trip is canceled, traveler is responsible for the cancellation of the ticket.

##### **B. PERSONAL AUTOMOBILE**

1. Mileage reimbursement will be at the rate per mile defined by the Travel Committee. Mileage will be reimbursed based on traveling from the church or home, **WHICHEVER IS LESSER IN MILES**. The total reimbursement based on mileage may not exceed the cost of a base airfare.
2. When the church bus is traveling to a church function then the Bus Mode of transportation must be used, excludes the Pastor.
3. Parking fees and tolls will be reimbursed at cost, with receipts.

##### **C. TAXIS, LIMOUSINE/SHUTTLE SERVICES, AND MASS TRANSIT SYSTEMS**

1. Taxis, limousine/shuttle services, and mass transit system fees will be reimbursed (when courtesy service is unavailable) with receipts.

##### **D. CAR RENTAL**

1. The need for a rental vehicle must be justified at the time the travel request is submitted for approval.

##### **E. TRAIN TRAVEL**

1. Train travel shall be considered as an alternative to air travel when travel times and fares are comparable.

##### **F. MEALS AND TIPS**

1. Meals allowances are set by the Travel Committee. Receipts are not required for meals.
2. Tips are assessed to the Traveler.

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## G. LODGING

1. Reservations: Traveler will make own hotel accommodations.
2. A double room will be used when two members of the same gender travel together from this church for the same church function. Any traveler who prefers a single room may do so; however, church funds will only be authorized for one-half of the room cost.
3. Room Sharing: Cost of guest from another church will not be covered (May negotiate a shared cost. List the guest's name on the ATER).

## H. TELEPHONE CALLS

1. Cost Control: When placing calls from the hotel room, be aware of additional charges to the room bill.
2. Calls placed back to the Church for church-related business will be reimbursed.

## V. Obtaining Authorization

- A. All church travel is approved by the Church Travel Committee and the Pastor. Members of the Travel Committee includes:
  - Church Clerk
  - Church Treasurer
  - Financial Secretary
  - Church Pro Tems
  - Member At Large

SAMPLE

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## AUTHORIZED TRAVEL AND EXPENSE REPORT (ATER) INSTRUCTIONS (Blank forms are available in Finance Room)

### Travel Process and Use of Form:

1. Traveler obtain and complete both an Authorized Travel and Expense Report (**ATER**) and an Expense Voucher Form at least seven days prior to the trip. (Forms are available in the Finance Office/Church Clerk).
2. **Fill in the REQUESTED AMOUNTS column.**
  - A. If applicable, attach a copy of the seminar/meeting brochure (the original is to be submitted with the registration fee). **Retain a copy of the ATER.**
3. Church Clerk submits the Report to the Travel Committee for authorization. The ATER is then forwarded to the Pastor for approval.
4. Once the travel has been approved, the **ATER** along with an **Expense Voucher** is submitted to the Church Clerk to be logged.
5. The approved ATER is processed by the Church Treasurer.
6. **The Church Clerk notifies the Traveler when the check is available for pickup.**

### Upon Return from Trip:

7. Traveler completes the **ACTUAL AMOUNTS column** of the ATER **within 7-days** after returning from trip. Original receipts must be attached to the ATER when submitted to the Church Clerk.
8. Balance Due, A or B is followed:
  - A. If the traveler owes BAMEC:
    1. Traveler writes a check to BAMEC and gives it to the Church Clerk.
    2. Traveler attaches all receipts to the ATER.
  - B. If BAMEC owes Traveler:
    1. The Traveler submits the completed ATER to Church Clerk for the Travel Committee for approval.
    2. The Church Treasure logs the receipts of the completed ATER.
    3. A check is prepared by Church Treasurer and given to the traveler within 7 business days and the ATER is then filed.

**Note: Based on information in the Church Travel Log, the Travel Committee will notify the Pastor of all travelers who fail to complete an ATER upon return from trip. Future Travel will be denied until this is completed and a Form 1099 may be issued for funds.**

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**AUTHORIZED TRAVEL AND EXPENSE REPORT (ATER)  
 SAMPLE**

Name of Traveler: \_\_\_\_\_ Travel Dates: \_\_\_\_\_

Name of Organization Sponsoring Trip: \_\_\_\_\_

Type of Travel: \_\_\_\_\_ Name of Person Sharing Room: \_\_\_\_\_

Reason for Trip: \_\_\_\_\_

	REQUESTED AMOUNTS (Estimated costs)	ACTUAL AMOUNTS (Upon return from trip)
<b>REGISTRATION FEE</b>		
<b>TRANSPORTATION:</b>		
Air		
Mileage		
Parking/Tolls		
<b>MEAL Allowance Set by Travel Committee</b>		
<b>LODGING (include taxes):</b>		
<b>MISCELLANEOUS (list separately)</b>		
<b>Total:</b>		

<b>REQUEST FOR ADVANCE CHECK</b>	<b>SETTLEMENT CHECK TO TRAVELER</b> (Sign and date upon return from trip)
Traveler's Name	Traveler's Signature and Date
<b>Accounting Use Only</b>	
<b>APPROVALS FOR ADVANCE PAYMENT</b>	<b>APPROVALS FOR SETTLEMENT</b>
Travel Committee	Travel Committee
Pastor	Pastor

**Note:** Upon return from trip, attach original receipts and fill-in the ACTUAL AMOUNTS on the original form.

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SAMPLE

<b>Bethel African Methodist Episcopal Church</b>				
<b>EXPENSE VOUCHER (EV)</b>				
<b>TYPE OF EXPENDITURE (Circle one)</b>				
Travel	Equipment Purchase	Service and/or Contract	Missions	Other
Date of Application: _____		Amount: _____		Voucher#: _____ <small>(Church Clerk Assign Number)</small>
Payable to: _____				
Purpose of Request: _____				
Requested by: _____		Organization: _____		
Signature				
Organization President/Sponsor:		Organization Treasurer:		
_____		_____		
Signature		Signature		
Balance per Book: _____		Church Treasurer: _____		
<small>(Organization Treasurer Complete)</small>		Signature		
Approved ( )	Not Approved ( )	_____		
		Pastor's Signature		
<hr style="border: 2px solid black;"/>				
Check #: _____		Check Date: _____		Amount: _____
Building Fund ( )		General Fund ( )		
I acknowledge that I must list and submit receipts of the total expenditure(s) to the Church Clerk within 10 days following the conclusion of my expenditure(s). _____				
Initials				
Check Received By: _____		Date Received: _____		
Signature				

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Stewardship and Finance Travel Policy Committee:

Robert T. Fults, Jr., Chairperson  
Alphonso Smith  
Patricia Redwood  
Jeffery Overton  
Dorothy Cox

Official Board: Date: 9-22-10

Approved

Disapproved

Pastor, Official Board Chair

*André P. Jefferson, Sr.*

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