

Episcopal Diocese of Eastern Oregon

**Travel Expense Reimbursement Policy**

*Revised January 27, 2018*

1. Members of Diocesan Council and Standing Committee, Diocesan Committees and Commissions, Collegium, Diocesan staff members and others traveling on pre-approved Diocesan business are eligible for reimbursement of expenses incurred in that travel.
2. Auto mileage will be reimbursed at the rate annually determined by Diocesan Council.
3. For travel to other than routine committee meetings, participants should review with the committee head or the Diocesan Office prior to departure which expenses will be reimbursable and at what rate.
4. Maximum mileage reimbursed or air fare paid will be for a round trip from the participant's home or nearest airport to the meeting site. In the event of air travel, auto mileage will also be paid, for travel from the participant's home to and from the nearest airport. For particular circumstances, work out details with the Diocesan Office prior to travel. If auto travel is chosen over air travel, when air travel is the most cost effective option, reimbursement for travel will be equivalent to the cost of round trip air fare.
5. *Lodging per diem will be provided at \$70.00 per night. This price is based on and average daily lodging cost of \$140.00 double occupancy. If you do not want a roommate you are responsible for the additional cost. This does not apply to meetings where the Diocese provides lodging.*
6. Exceptions to the lodging restrictions of this policy are 1) clergy or lay persons traveling to other congregations for Sunday supply or to make major presentations (see "Approved Contracting Arrangements" for details); and 2) staff who are required to travel overnight in the course of their regular duties. The rate of reimbursement for motel lodging in such exceptions will be determined through consultation with the Diocesan Office.
7. For Diocesan Council and Standing Committee members attending the Annual Diocesan Convention, reimbursement requests may be made for mileage and registration and meal costs reflected by the Convention registration form.
8. Reimbursement requests must be signed for approval by the head of the Diocesan group sponsoring the trip, or by the Diocesan Fiscal Officer, or by the Bishop. A complete accounting of expenses incurred must accompany the request. For Diocesan employees, a receipt is required for any reimbursable item over \$10.00.

**Reimbursement Rates**  
**Adopted June 6, 2008**  
**Revised January 27, 2018**

1. Mileage: As determined Annually by Diocesan Council.

*January 27, 2018: Volunteer rate: .25 per mile*  
*Staff: IRS Business Rate*

2. Lodging:

\$70.00 per diem per night.

3. Meals: if travel requires being away from home at meal time and meals are not provided at the meeting.

<i>Breakfast</i>	<i>8.00</i>
<i>Lunch</i>	<i>11.00</i>
<i>Dinner</i>	<i>15.00</i>

Definition:

Members, clergy and laity, of Standing Committee and Diocesan Council are considered volunteers when serving in these elected/appointed positions.