

# SOUTHERN BAPTISTS OF TEXAS CONVENTION

P.O. Box 1988  
Grapevine, Texas 76099-1988

## Disaster Relief Volunteer Reimbursement Form

### PAY TO THE ORDER OF:

Full Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City / State / Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Meeting Attended / Deployment: \_\_\_\_\_  
Dates of Meeting / Deployment: \_\_\_\_\_  
Role at Meeting / Deployment: \_\_\_\_\_

### MILES TRAVELED IN PERSONAL CAR:

### TOTALS

_____ miles at \$0.25 cents per mile for volunteers	\$	_____
_____ miles at \$0.50 cents per mile for pulling trailer	\$	_____
** Trailer # Pulled: _____		
_____ miles at \$0.58 cents per mile for Task Force	\$	_____
Plane / Train / Other _____	\$	_____
Parking / Tolls _____	\$	_____
Taxi / Limousine / Bus _____	\$	_____
Meals _____	\$	_____
Lodging _____	\$	_____
Miscellaneous Expenses (Itemize) _____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
	<b>TOTAL EXPENSES</b>	<b>\$ _____</b>

Date \_\_\_\_\_ Signature \_\_\_\_\_

### FOR FINANCE OFFICE:

LINE ITEM TO CHARGE \_\_\_\_\_  
ACCOUNT NAME \_\_\_\_\_  
APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

- \* Please tape receipt(s) to separate sheet(s) of paper so ALL receipts are visible when copied
- \* You will be reimbursed for either gas or for milage. NOT for both

**PLEASE ATTACH RECEIPTS FOR EXPENSE REIMBURSEMENTS**

## **SOUTHERN BAPTISTS OF TEXAS CONVENTION TRAVEL EXPENSE POLICY**

The following travel expense policy shall apply to those who have been authorized to travel under expense reimbursement. Please be mindful of the more economical means of travel when making your travel arrangements.

1. Actual expenses of lodging, meals, taxi tips, and transportation by commercial carrier will be reimbursed.
2. All individual expenditures for travel and meals should be documented by appropriate receipts, unless no receipt is available. Receipts should be included when the expense form is submitted.
3. Reimbursement for commercial airline expenses will not exceed the available day coach fare.
4. When personal automobile is used for the convenience of the individual rather than the most economical choice, the Convention will pay the per mile amount or the available commercial airline day coach fare amount, whichever is lower, to cover transportation and other en route expenses.
5. When a personal automobile is used, the per mile amount will be at \$0.25 per mile.
6. When commercial car rental is used, the actual rental and fuel costs will be reimbursed.
7. Mileage will be paid for trips to and from the airport at time of departure and of return plus the actual expenses of storage. Actual taxi fare will be paid to and from the airport.