

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

In state deployments

_____ miles at \$0.25 cents per mile for volunteers	\$ _____
_____ miles at \$0.50 cents per mile for pulling trailer	\$ _____
** Trailer # Pulled: _____	
_____ miles at \$0.575 cents per mile for Task Force	\$ _____

Out of State deployments - Fuel tickets only

Plane / Train / Other _____	\$ _____
Parking / Tolls _____	\$ _____
Taxi / Limousine / Bus _____	\$ _____
Meals _____	\$ _____
Lodging _____	\$ _____
Miscellaneous Expenses (Itemize) _____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL EXPENSES	\$ _____

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 DISASTER RELIEF 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, car/truck rental, and transportation by commercial carrier will be reimbursed if authorized prior to deployment.
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. For deployments in the state of Texas: When a personal automobile is used, the per mile amount will be at \$0.25 per mile. For vehicles towing trailers, the per mile amount will be \$.50 per mile.

For out of state deployments: only fuel tickets will be reimbursed. It is understood that the fuel tank of the vehicle needs to be full (at volunteer's expense) at the beginning of the deployment. The vehicle should be refueled upon return to home city and be refueled at convention's expense.
6. If authorized before travel, when a commercial car/truck 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.