

SOUTHERN BAPTISTS OF TEXAS CONVENTION

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

Disaster Relief Volunteer Reimbursement Form

Please review expense policy on page 2.

Revised 9/27/2021

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

(For out of state deployments only, please attach fuel tickets. You will be reimbursed mileage.)

_____ miles at \$0.25 cents per mile for volunteers	\$ _____
_____ miles at \$0.50 cents per mile for pulling trailer	\$ _____
Unit # Pulled _____	
_____ miles at \$0.56 cents per mile for Task Force	\$ _____

Parking / Tolls / Other Transportation _____ \$ _____

Travel Meals (to/from deployment site) _____ \$ _____

Lodging _____ \$ _____

Meals (at deployment site) _____ \$ _____

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 mileage. NOT for both.

PLEASE ATTACH ALL 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 out of state deployments, please include fuel tickets. Some of our out of state expenses are reimbursable through a grant (mileage does not qualify). Your fuel tickets help us qualify for this grant.
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.