

# **The Bread of Life Christian Church in Orlando**

## **Travel Expense Policy**

The Bread of Life Christian Church in Orlando (BOLCC-Orlando) will reimburse its staff, co-workers and visiting guests for the cost of travel expenses, only if;

1. The trip is principally for church business and at least 75% of the time is related to church business.
2. The trip is properly authorized, reasonable and appropriately documented.

Below are some guidelines to ensure we all understand what is acceptable.

### **Air Travel:**

1. Whenever possible the lowest airfare should be used to ensure maximum savings.
2. The traveler should book airline ticket(s) at least three weeks ahead of the travel.

### **Rental Car:**

1. Car rental request must be approved by the Board before the travel. The traveler should rent at a cheaper price after comparing different car rental companies. The traveler should book rental cars at least one week ahead of the travel for lower rate.
2. Economy/Compact-sized or mid-sized cars are to be used, unless it is necessary to upgrade.
3. All attempts should be made so that rental cars are shared by multiple co-workers.
4. Refueling of rental cars should be done when returning to minimize expense.
5. Good judgment should be used to decide if a taxi is more cost effective than a rental car when the only ground transportation required is to and from the airport.
6. Utilization of hotel shuttles to/from the airport should take priority over rental cars and taxi's (i.e. ground transportation required to/from airport only). A receipt for taxi or bus transportation is required, including tip amounts.
7. For West Palm Beach Mission Trip, it's recommended to rent cars. If the traveler still wants to drive his/her own car, the Mileage Reimbursement Policy will NOT follow. For this mission trip, the church will reimburse the actual gasoline cost plus \$50 which is equivalent to car rental cost per trip per car.

**Hotel:**

1. All attempts should be made not to use hotels if a free lodging space is available or offered.
2. In case it is necessary to use hotel, all attempts should be made where the lower rate is available.
3. No movies, entertainment expenses, long distance telephone and hotel tips are reimbursable.

**Meals:**

Currently, the Church does not reimburse meals for its staff and co-workers to travel outside of Orlando. The meals to host visiting guests will follow the Meal Policy.

**Exchange Rate:**

You may use the exchange rate of the LAST DAY of your trip, OR it can be submitted after you received all the bank/credit card statements, so that you can be reimbursed at the exact expense amount. Foreign travel requires conversion – please note the conversion amount and its purpose on each receipt.

Any BOLCC Orlando volunteer who wishes to be reimbursed for attending a training event needs pre-approval from the Department Head (i.e. the individual who is responsible for approving department budget spending). The church will subsidize no more than 50% of the cost of the training event. The maximum cap for reimbursement is \$300 per person per event. A check request form and supporting receipts must be completed and submitted within 60 days of the date expense incurred. Check request form will be returned to you if it is improperly completed.