



THE CONVOCATION OF EPISCOPAL CHURCHES IN EUROPE
Association 1901 SIRET 452 376 064 00013

REIMBURSEMENT GUIDELINES 2007

No reimbursement of any kind can be paid without production of receipts accompanied by the official reimbursement claim form (available from the Bishop's office).

Hotel Accommodations

Hotel accommodation is normally reserved and paid for by the Bishop's office for those attending meetings of the Council of Advice and COMB as well as for other meetings where an overnight stay is necessary to the business of the Convocation.

However, in some circumstances individuals may prefer to make their own arrangements for accommodation and, in this case, the Convocation will reimburse the full cost of such accommodation, up to the cost of the hotel used by the Convocation for this event (rate will be provided upon request). The number of nights reimbursed will be the minimum necessary to allow attendance throughout the relevant meeting (but see below concerning Saturday nights).

Travel

Economy class air fares and second class rail fares will be reimbursed in full. If a more expensive option is taken, the reimbursement will only be for the equivalent of the lowest available fare, and claimants will have to provide evidence of both the lower and the higher fare to make a claim for reimbursement. Where public transport is available between an airport and a city center, normally this should be taken rather than a taxi (e.g. in Paris the difference can be up to 500%). Taxi fare will be reimbursed where there is no reasonable alternative. On the expense reimbursement form claimants must provide explanation of reason for which a taxi was necessary

Sometimes a flight which involves staying over a Saturday night is significantly cheaper than one which does not. If this necessitates an extra night's stay in a hotel, but the overall cost is lower, this option should be taken – as long as it is practical for the person(s) concerned. Comparative costs must be provided with the expense form.

For those traveling by road, road tolls will be reimbursed in full. Kilometers will be reimbursed at a rate of Eu .50 per kilometer.

Meals

There will be no reimbursement made for meals taken outside when meals are available at no charge either because they are included in the hotel fee or they are provided by the Convocation.

Meals taken while traveling or staying away from home on Convocation business will be reimbursed up to the following maximum per person:

Breakfast Eu 10
 Lunch Eu 20
 Dinner Eu 30

Advances

Normally costs for convocation business are absorbed by the participant through his or her personal account with reimbursement made after the fact. Advances may be requested in exceptional circumstances. Full accounting must be made within 15 days of the incurring of the expense or depletion of the total of the advanced funds; unexpended amounts must be repaid at this reporting time.