



THE CONVOCATION OF EPISCOPAL CHURCHES IN EUROPE

Association 1901 SIRET 452 376 064 00013

REIMBURSEMENT GUIDELINES

No reimbursement of any kind can be paid without production of the original receipts accompanied by the official reimbursement claim form (available online). All requests for reimbursement must be made within 30 days, or before the end of the year, whichever comes first. Please list all expenses separately, using more pages if necessary. (E.g. do not lump meals into one figure, but list each meal, according to the receipts.) Receipts should be taped to blank sheets of A4 sized paper, and properly spaced so that all the numbers on each receipt are clearly identifiable. These blank sheets should then be attached to the Request for Reimbursement. We request that you not bunch and staple receipts one behind the other.

HOTEL ACCOMMODATIONS

Hotel accommodation is normally reserved and paid for by the Bishop's office for those attending committee 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

In the interest of keeping down costs as well as our carbon footprint, please choose the cheapest viable option for your travel.

You are expected to travel by public transport. 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. Taxi fares will be reimbursed only where there is no reasonable alternative. On the expense reimbursement form claimants must provide explanation of reason for which a taxi was necessary. (Parking at the airport or train station while away at a meeting will not be reimbursed.)

Travel by car requires prior approval by the Bishop's office, which will be authorized only if less expensive than public transport (e.g. more than one person, carrying heavy amounts of extra items for the meeting, etc.), and/or the only reasonable means of travel. For those traveling by road, only road tolls and fuel will be reimbursed. Begin with a full tank, and submit number of kilometers driven with receipts for fuel during and at the end of the trip plus receipts for any road tolls.

On rare occasion, a rental car may be authorized, in advance, when no other alternative is possible.

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.

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, including drinks:

Breakfast €15 Lunch €15 Dinner €30 Or a total of 60 euros for 3 meals.

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 after the event; unexpended amounts must be repaid at this reporting time.

OTHER EXPENSES

Any expenses incurred on behalf of the Convocation, e.g. printing, books, supplies, etc., must be approved in advance by the appropriate committee. The reimbursement form must be accompanied by the original receipts and a clear description of the expense.