



Instructions for the Travel Expense Reimbursement Voucher

Travel Expenses

- Travel Expenses for the Connectional Table meeting will be reimbursed to the Connectional Table Member, if present; or to the respective Episcopal Area Representative if expenses were paid in advance by the Episcopal Area.
- Expenses may include travel (via auto, air, train, bus, shuttle, taxi, or Uber type service), COVID tests, visa fees, meals and lodging incurred en route as long as they are not paid for by someone else nor are cost of meals, lodging and flights prepaid by the Connectional Table Committee.
- If auto travel to a city is needed to get to the major airport that the traveler is flying out of, the vehicle owner will be allowed 65.5¢ per mile plus the cost of tolls and parking.
- If travel is required to reach the Consulate for the purpose of obtaining a visa, the following expenses are allowed: (a) round trip mileage reimbursement or (b) the most economical airfare available, and related ground transportation costs and (c) lodging for the total number of days required until the visa is approved.
- Travel meals are allowed up to a maximum of \$50 per day. Same amount applies for travel related to obtain the visa.

INCLUDE CASH ADVANCE RELATED EXPENSES ON THIS FORM

Documentation Requirements

- Any single item must be supported by a receipt, except for those transactions for which receipts are not provided such as tips. Documentation should be presented in an orderly fashion, preferably with itemized receipts affixed to sheets of A4, standard size paper in Africa or Letter size paper in USA and the Philippines. Marginal explanations and cross references should be included when necessary.
- If submitting electronically, take a picture of all receipts, properly labeling each one with additional explanations if necessary. Follow the same instructions above. After completion, please email the completed travel reimbursement form with the documentation required to: Francesroberts@umc.org

**PLEASE DO NOT SUBMIT RECEIPTS FOR ANY
PERSONAL ITEMS OR ALCOHOLIC BEVERAGES**

*If you elected to be reimbursed with cash, you will be reimbursed on-site. Please submit the completed travel reimbursement form to the CT Representatives who will be on-site by **Friday, February 24, 2023, 12 noon.***

*If you agreed to receive reimbursement via ACH or Wire Transfer, send the completed Travel Expense Reimbursement Voucher with the receipts or documentation requirements specified above to Francesroberts@umc.org by **Monday, March 6, 2023.** GCFA will process the ACH or Wire by the end of the week.*

If you have any questions to complete the Travel Expense Reimbursement Voucher, The CT Representatives will be available on-site to assist you.