

Episcopal Diocese of North Dakota
3600 25th St. S Fargo, ND 58104
Telephone: 701-235-6688
E-mail: finance@ndepiscopal.org

2022 TRAVEL & EXPENSE REIMBURSEMENT REQUEST

See reverse for reimburseable events.

CHECK PAYABLE TO:

DATE REQUESTED _____

Name

DATE OF EVENT _____

Street Address or P.O. Box

LOCATION _____

City, State, Zip

- Diocesan Council/Standing Committee
- Commission on Ministry
- NDCIM
- Staff
- Other _____

Email Address

TRAVEL (Current IRS rate)

_____ miles @ \$0.625 per mile

MEALS: Receipts must be attached. See reverse for instructions.

MOTEL: Receipts must be attached. See reverse for instructions.

OTHER: Please describe. Attach receipts, if applicable.

TOTAL REIMBURSEMENT REQUEST

Submitted By: _____

Approved By: _____

RECEIPTS

Click on the image to attach a receipt.

EXPENSE REIMBURSEMENT PLAN FOR THE DIOCESE

1. Participants are expected to attend all of the meeting for which a reimbursement request is made. Expenses cannot be paid unless at least one-half of the meeting has been attended. This plan shall apply to all committees and commissions, Diocesan Council, and others where applicable and budgeted.
2. **TRANSPORTATION:** The use of the most economical mode of travel and car pooling are encouraged. Mileage reimbursement is allowed only for meeting participants.
3. **MEALS:** Meals should be pre-planned and served by a congregation when possible. One day meetings 1 meal (if meeting length justifies) 2 meals (if meeting length and mileage justify) Meetings longer than one day breakfast dinner supper Reimbursement should be requested only for the actual cost of the meal. Please attach receipts.
4. **LODGING:** The most economical lodging available should be used. A receipt must be attached. Chairpersons and Diocesan Council may designate where members will sleep. Other accommodations must be paid by the individual.
5. Expenses must be approved by the committee chairperson, the bishop, or the treasurer, where applicable.
6. Reimbursement questions should be directed to the committee chairperson or the diocesan office.
7. Reimbursable events: Diocesan Council Meetings, Commission on Ministry Meetings, Finance Meetings, Diocesan Convention (for staff or Diocesan Council/Standing Committee meetings), other events approved by the Bishop.