Seventh-day Adventist Church
TEXAS CONFERENCE

HOUSE HUNTING TRIP
Reimbursement Policy (page 2)

House hunting trip expense reimbursement is considered taxable income

NAME: _____ **DATE:** _____

ADDRESS: _____

House Hunting Trip Dates: Begin: _____/_____/_____ **End:** _____/_____/_____

LOCATION: FROM _____ **TO** _____

MILES: _____ * **$ .52/mile** **AMOUNT: $** 0.00
(Only when driving personal vehicle)

PER DIEM: Traveling alone* _____ per day **AMOUNT: $** 0.00
Traveling with spouse* _____ per day **AMOUNT: $** 0.00
X Number of days traveling _____ days

AIRFARE: (Attach original receipts which includes full itinerary) **AMOUNT: $**_____

HOTEL: (Use Hotel Occupancy Tax Exemption Certificate)
(Attach original final folio receipt upon checkout) **AMOUNT: $**_____

RENTAL CAR: (Attach original final receipt received when returning vehicle) **AMOUNT: $**_____

RENTAL CAR GAS: (Attach original receipts) **AMOUNT: $**_____

TOLLS: (If any attach original receipt) **AMOUNT: $**_____

TOTAL EXPENSES REPORTED: $ 0.00

***(Mileage=.52 cents; per diem = $60/day for employee, $120/day employee & spouse traveling together)**

_____ _____
Candidate Signature **Date**

THIS SECTION FOR OFFICE USE ONLY

Dept. Approval: Signature _____ Date _____

Treasury _____

10512 - House Hunting Taxable_____

HOUSE HUNTING POLICY

If you are booking an airfare, rent car and/or motel, Texas Conference request that you do so at least 15 days prior to your trip to ensure the best pricing available.

House Hunting Trip:

- As a new employee or transfer the conference may cover the cost of **one round trip** for you and your spouse.

- Airfare for candidate and spouse; mileage if driving personal vehicle. (Mileage will be reimbursed at the current rate for the most direct route)

- The lowest cost of mileage or airfare will be considered for reimbursement of travel expenses.

- Lodging for up to 6 nights while house hunting. (When lodging in Texas, sign and date the Texas Hotel Occupancy Tax Exemption form. Present the form to the hotel clerk upon check-in for exemption from Texas State Hotel Occupancy Taxes.)

- If you have need for a Car Rental when flying, car and gas for rental while driving on conference business will be reimbursed. (Do not take the insurance that is offered by the rental car agency, the Texas Conference auto policy covers all rental cars for conference business, this expense will not be reimbursed.)

- Per Diem for travel and while house hunting will be provided at the current rate according to the travel requirements up to a maximum of 7 days.

- Airport parking and toll road will also be reimbursed.

- Enclose all original detailed receipts for qualified expenses.

- Full Time Conference Employees are eligible.