Seventh-day Adventist Church
TEXAS CONFERENCE

INTERVIEW TRIP EXPENSE

Reimbursement Policy (page 2)

NAME: _____ **DATE:** _____

ADDRESS: _____

Interview 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: $**_____

EXPENSES REPORTED: **$** 0.00

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

_____ _____
Interviewee Signature **Date**

THIS SECTION FOR OFFICE USE ONLY **Effective 1/1/2016**

Dept. Approval: Signature _____ Date _____

Treasury _____

11410 - Interview Travel/Lodge, Non-Tax._____

INTERVIEW EXPENSE REIMBURSEMENT 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.

Interview Trip

- As an interviewee 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.

- If driving to the interview location, one night of lodging will be covered for every 500 miles of travel per day over the most direct route available to the interview. (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)

- Once at the interview location, up to 3 nights of lodging will be reimbursed.

- If you have need for a Car Rental when flying, car & 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)

- Per Diem for travel and while at the interview will be provided at the current rate according to the travel requirements up to a maximum of 4 days.

- Airport parking and toll road will also be reimbursed.

- Enclose all original detailed receipts for qualified expenses.