

# Memo

To: All individuals who travel for the English District - LCMS

From: Sally L. Naglich, Treasurer

Date: March 1, 2018

Re: Travel information and reimbursed travel expenses

---

This serves as information regarding traveling on District business where your travel-related expenses are reimbursed by the District. **Please take the time to acquaint yourself with our policies which have changed since the last Conference/Convention.** While we want people who travel to attend a convention, professional conference or other District business to be comfortable, we also want it accomplished economically. Please make every effort to keep expenses at a sensible minimum. For those of you who have always practiced moderation in spending and provided excellent documentation for expense reports, we thank you. For those of you who are new, following such guidelines will help you receive full reimbursement in the least amount of time. **Signed travel reimbursement forms must be received at the District office within 45 days of the event to be eligible for reimbursement.**

**Mode of travel** such as air, rail, bus or personal auto is up to the individual. However, it is expected that prudence and cost concern would be considered in making decisions. Commercial air travel should be booked in advance, usually three to four weeks minimum, in order to secure lower airfare rates. **Any flights exceeding \$425 need to be pre-approved by the district office prior to purchase.** When making decisions regarding changing your travel plans, be sure to check with the airline to know what the impact of your decisions will be. Additional charges due to itinerary changes are the individual's responsibility unless the change was caused by the District or an emergency situation.

**Reimbursement amount:** **If you choose to drive the District will reimburse for travel up to the lessor of a rental car (economy/compact), comparable airfare, or mileage at the business rate in effect at the time of travel. Fuel receipts may be submitted in place of mileage to make the District mission dollars from your congregations more fruitful.** For example, if you drive from Detroit to St. Louis, approximately 1,000 miles roundtrip, it would call for a mileage reimbursement of \$535.00. However, if you could have flown for \$200.00, then the reimbursement will be based on the \$200.00 airfare rate. And as an additional savings to the District your fuel receipts of approx. \$90 could be submitted in place of the airfare or mileage. **Please include a comparable airfare quote when requesting mileage reimbursement.**

**Expense Reports:** Requests for reimbursement must be received within 45 days of the event, complete, include receipts, be signed and approved before they can be paid. Proper documentation includes original receipts itemizing all expenses. Meal receipts, if reimbursable, should indicate the name and location of the establishment, the date, the cost of meals plus tip, names and titles of other attendees, and the business purpose for the expense. **Meals during travel to or from a conference or convention are not reimbursable.** Please attach receipts and other documentation to your reports, to ensure prompt and full reimbursement. Proper documentation has nothing to do with trusting you, but has everything to do with the law, our audit and the proper use of funds entrusted to us.

**Non-reimbursable Items:** The District will not reimburse charges for personal entertainment (bar bills, movies, mini-bar, etc.), cost of upgrades (hotel room, rental car, airplane seat, early check-in, or boarding preference, travel insurance, valet parking, etc.) hotel health clubs and spas, business gifts, laundry or dry cleaning, taxis or car rentals for sightseeing or visiting, and meals during travel to or from a conference or convention.

If you have any questions regarding this information, please do not hesitate to contact me. Your efforts to practice good stewardship and hold travel costs down are appreciated. Thank you!