

## 2023 PARTICIPANT AND FACILITATOR TRAVEL POLICIES

Texas Methodist Foundation (TMF) will provide expense vouchers to all participants eligible for travel reimbursement. The following policies will be in place for all participants and facilitators unless stated otherwise in the document.

This travel policy is intended to aid us in being good stewards of the resources entrusted to us. Please join us in making decisions that stretch our financial resources. Expenses totaling \$1000 or more per event may require special authorization. All expenses and requests for reimbursement must be submitted no later than 45 days after the conclusion of each event. All reimbursements will be processed after the event or travel has occurred.

### REQUIRED DOCUMENTS FOR REIMBURSEMENT

- W-9: Copy valid for one year; must resubmit annually
- [TMF Expense Voucher](#)
- Itemized receipts showing **who, what, when, where, & why**
- For mileage: Odometer readings or map route with total mileage and reason for trip

### TRANSPORTATION

#### Air Travel

- Please book flights at least 3 weeks prior to the start of your gathering. If the cost of a round-trip ticket is over \$700, please alert the Leadership Ministry team.
- TMF will reimburse **early-bird check-in** on Southwest and **main cabin** or economy or equivalent on other airlines. Participants will be responsible for any travel insurance or seat upgrades.
- TMF will reimburse **baggage fees** if necessary. Participants are responsible for any overweight charges.
- Participants are responsible for expenses related to travel companions.

#### Ground Transportation

- TMF will reimburse for **ride shares** (Uber, Lyft, shuttle, taxi) to and from the airport and for necessary travel during the gathering.

*Stewardship Tip: Coordinate with TMF to ride-share with others when feasible.*

## **2023 PARTICIPANT AND FACILITATOR TRAVEL POLICIES** (continued)

- If driving a personal vehicle, TMF will compare the cost of mileage to an average round trip plane ticket and will reimburse for the smaller amount.
- Reimbursement for rental car expenses must be approved by TMF in advance.
- Participants are responsible for expenses related to travel companions.

### **LODGING**

- Lodging for the duration of the gathering is covered by TMF.
- Participants and facilitators are responsible for extra nights before and after the dates of the event. Any additional nights are best booked through the Leadership Ministry team in order to maximize group rates.
- Participants and facilitators are responsible for incidentals such as snacks and movies. Hotels may ask for a credit card upon check-in for these incidentals.
- Participants and facilitators are responsible for the difference in cost related to room upgrade requests.
- With Leadership Ministry approval, TMF will reimburse for lodging if a participant is stranded because of flight delays or cancellations.

### **MEALS**

- Individual meal expenses should not exceed a per-person cost of more than \$10 above the current [GSA per diem rates](#) for the event location.
- Alcohol expenses will not be reimbursed.
- TMF will reimburse tips for meal service up to eighteen percent (18%) of the total bill.
- Special exceptions must be approved by TMF in advance.

### **HEALTH & SAFETY**

- TMF will adhere to CDC and the destination's local and state guidelines regarding COVID and in the case of another pandemic.