

## **Council on Finance and Administration**

Revised April 2022 by CCFA

### **I. Travel Fund<sup>i</sup>**

A. Travel for conference business shall be reimbursed as follows:

By automobile: 60% of the IRS business mileage rate for one round trip.

Per Diem: The amount will be 60% of the United States General Services Administration (GSA) rate for meals/lodging. Any conference meeting that occurs, childcare assistance is available if requested.

Public conveyance: Actual cost of fare unless the cost of fare exceeds the 60% of the IRS business mileage rate for round trip. If the cost of public conveyance exceeds the standard reimbursable mileage rate, prior permission by the applicable Board or Committee Chairperson is required before the travel occurs or the expense is reimbursed.

The in-conference travel expenses of retired clergy members (including those supervising any certified lay ministers or licensed local pastors), persons who were a spouse of a clergy member at the time of that member's death, and clergy members on disability to attend Annual Conference sessions shall be treated as travel for conference business, under this policy.<sup>ii</sup> For such persons traveling from beyond the conference's geographical borders, the in-conference travel will be measured as one round trip within the Conference from the point on the conference border along the individual's most direct route (as recommended by Google maps) to the site of the Annual Conference and back to that border point.

B. The cost of personal items such as personal telephone calls, etc. shall not be reimbursed from the travel account of that board.

C. A receipt for travel expenses according to IRS guidelines shall be issued in lieu of a reimbursement check if requested.

<sup>i</sup> For coverage of this policy for lay-equalization members and assigned certified lay ministers, see Conference Rule 6.11. For coverage of this policy for retired clergy members specifically appointed to a charge, see the conference vacation policy.

<sup>ii</sup> According to the conference vacation policy, "the charge will pay the travel, registration and per diem expense for its clergy and lay members attending Annual Conference." This includes retired clergy members of the Dakotas Conference appointed specifically to that charge.