

Board of World Mission Expense Reimbursement Policy and Procedures

Board Directors, and persons authorized by BWM Executive Director to represent BWM are invited to submit for reimbursement of BWM related expenses that pertain to travel, workshops, and meetings. These expenses include, but are not limited to airfare, car rentals, meals, country taxes, taxi fees, hotel charges, parking fees, tolls, supplies for leading workshops, and seminar/meeting registration fees. All requests for reimbursement must be submitted within 30 days of the return from your trip.

The following expenses are **not** reimbursable:

- Passport fees
- Immunizations
- Health-related expenses
- Personal time of service
- Room service (unless no other dining opportunities exist)
- Alcoholic beverages
- Movie rentals or other recreational activities
- Personal phone calls
- Expenses for travel companions not authorized by BWM staff
- Tours or excursions unrelated to BWM work
- Souvenirs
- Hostess Gifts
- Offerings
- Other personal expenses

If reimbursement is sought for expenses not listed above, approval by BWM staff is first needed.

It is recommended that each traveler purchase travel insurance to cover personal expenses incurred when flights are cancelled, flight changes, luggage lost, etc.

Procedures for submitting request for reimbursement

The designated reimbursement voucher must be submitted with ALL original supporting receipts and information attached.

Designated reimbursement vouchers may be hand delivered or mailed.

Designated reimbursement vouchers must be dated and signed. In the case of persons authorized by BWM staff, the BWM staff should sign the voucher. BWM staff is responsible for assigning account numbers to each expense.

Designated reimbursement vouchers should state the specific purpose for the reimbursement, meeting date, committee/board meeting, travel, etc. Details are needed for each itemized expense.

A check will not be issued until all supporting receipts/invoices are received.

All foreign currency conversions will be done by the financial office at the time the reimbursement check is issued unless charges are on a credit card, in which case the credit card statement indicating the currency exchange must be submitted with the voucher.

On the bottom of the designated reimbursement voucher there is a place to indicate the date the check is needed. Persons submitting reimbursement vouchers should be mindful that checks are generally only printed one time per week – usually on Wednesdays.