





## INSTRUCTIONS

Please type or print clearly. Please securely attach receipts (with tape) to blank sheets of 8 1/2 by 11 paper (using both sides is fine).

Expenses can be reimbursed by submitting a properly completed and approved Travel & Expense Report form. This Form must be accompanied by *original receipts or stubs for all expenditures other than tips*. The completed form should be forwarded to the Diocesan Office for approval and within 30 calendar days following each trip.

If the U.S. dollar amounts stated on the Form are derived after converting from a foreign currency, please include a copy of the source document used for conversion. This document should clearly show the rate or conversion factor that was used in the computations. We suggest using the converter available at <http://www.oanda.com/convert/fxhistory>.

### **Expenses that are generally subject to reimbursement**

The following are usually accepted for reimbursement: transportation, lodging, meals, and certain miscellaneous expenses. Diocesan Guidelines are available from the Diocesan Office. DFMS Guidelines for Official Travel available at [http://www.episcopalchurch.org/finance\\_17451\\_ENG\\_HTM.htm](http://www.episcopalchurch.org/finance_17451_ENG_HTM.htm)

### **Expenses that are not subject to reimbursement**

Any expenses not specifically addressed in the Guidelines as reimbursable must have prior written explanation and approval. Non-reimbursable expenses include but are not limited to the following: Spouse's travel expenses; dependent care; pet care; supply clergy to substitute for clergy on official business; lost pay; use of frequent-flyer miles; additional travel insurance; luggage purchase or replacement; unofficial (personal) entertainment; in-room movies; barber and beauty services; newspapers and magazines; sightseeing; medical services; motor vehicle fines; "no show" charges for hotels, car rental and limousines; charge card late fees and expenses; alcoholic beverages.

### **Submitting a Request for Reimbursement**

Receipts should be attached (taped or stapled) to blank sheets of letter sized paper, and properly spaced so that all the numbers on each receipt are clearly identifiable. These blank sheets should then be attached to the T & E form. We request that you not bunch receipts one behind the other.

Please direct all requests for reimbursement to the Diocesan Administrator.