

TRAVEL REIMBURSEMENT POLICY for the
GENERAL SYNOD DELEGATION

Policy: It is the intention of the New Hampshire Conference to provide financial support to our **Delegation** (elected Delegates, Conference President, and President-Elect), so that all may fully participate in the General Synod. The following are expenses that would typically be covered by the allowance.

Registration: The full registration fee will be paid by the Conference.

Lodging: The Conference will cover the total housing charge if the room is shared another member of the Delegation. We will cover half of the cost otherwise (unless there is no one in the Delegation with whom to share the room).

Travel: Travel arrangements will be made by each individual delegate. A travel allowance will be calculated 90 days in advance of General Synod based upon the average cost of airfare and ground transportation.

Meals: A per diem allowance for meals will be available using the national setting's guidelines. Sponsored meals will be paid out of the per diem allowance. Reimbursement for all meals up to the amount of the allowance will be made upon presentation of receipts.

Miscellaneous Expenses: Reimbursement for reasonable gratuities, taxes, etc., will be reimbursed upon receipt of an itemized list. Reimbursement will not be made for expenses that are personal in nature (movie rental, personal phone calls, alcoholic beverages, refreshments, room service, personal care items, etc.).

A **Travel Allowance** based upon an estimate of total expenses and available resources will be calculated as soon as all the financial data become available.

*Approved by Conference Council
February 21, 2013*