

Guide for Expenses, Reimbursement, and Contributions



Since meetings usually require members to travel, here are some guidelines that may help you make arrangements and understand the process for payment. Please remember to **keep and forward to LBT either a paper or digital copy of receipts to document expenses** for accounting and audit purposes. Receipts are an important component to a clean, annual audit.

Lodging: Arrangements for accommodations are made for the group and billed directly to LBT for rooms (not including any incidental expenses which are your responsibility).

Meals: Some meeting meals are arranged for the group and paid by LBT; please document and submit costs for other meals on your own or while traveling. LBT does not cover the cost of alcohol purchases so those costs, if any, should be deducted from any reimbursement request.

Transportation: Generally, you will make your own travel plans. The sooner you can finalize and return your travel plan information, the sooner LBT can finalize the meeting details. LBT will coordinate among members when possible.

- Flight: Please book your own flight. Coach class tickets are eligible for reimbursement by LBT with receipt. To upgrade to another class, the difference in cost is at your own expense.
- Ground transportation for air travel by cab, limo, shuttle, or rental vehicle (in some cases, LBT may be able to provide this for small groups):
 - o Insurance: If you rent a vehicle for LBT business to attend, or while attending an LBT meeting, and provide the following information, then LBT's business auto coverage will apply, making it unnecessary to purchase other insurance.

Rented under name Lutheran Bible Translators: The Cincinnati Insurance Company

Policy # EBA 025 80 35

Rented under personal name for business travel: Ace American Ins Co

Policy # D3835887A 004

- Personal Vehicle: If you prefer to use your personal vehicle, please track and submit your mileage (reimbursable at 53 cents per mile). Your personal vehicle mileage is eligible for reimbursement if it does not exceed the cost of arriving at meeting destination by other means. For example, if air fare to destination would be \$250 and the mileage reimbursement is \$400 (based on rate and total mileage), then reimbursement for mileage would be limited to \$250.
- Parking and Tolls: Please keep and submit documentation of these costs.

TO **DONATE** SOME OR ALL OF YOUR EXPENSES:

- A donation record form can be found on the Resources page or provided by request. Please complete, sign, and return it with a copy of your receipts to LBT. Receipts are needed for donation of expenses, except in extenuating circumstances.

TO BE **REIMBURSED** FOR SOME OR ALL OF YOUR EXPENSES:

- A travel reimbursement form can be found on the Resources page or provided by request. Please complete, sign, and return it with a copy of your receipts to LBT within two weeks of the meeting for prompt payment of your expenses.

If you are making a partial donation/reimbursement of expenses, please complete and submit both the Donation form and a separate Reimbursement form for the remaining amount to be reimbursed.