



## TRAVEL AND REIMBURSEMENT POLICY

### What is covered?

- Airfare
- Food
- Hotel/Lodging
- Car Rental/Gas
- Church Resources (books, media, etc...)
- Event Registration

### What isn't covered?

- Snacks
- Souvenirs
- Stuff you would normally buy in the course of a regular work day

### How does it work?

In order to make this plan effective and for us to be good stewards of our resources, a budget needs to be submitted to the Lead Pastor that includes estimated costs for event registration, travel (airfare, care rental, gas), food, and lodging.

Please adopt the following guidelines when making travel plans and when participating in an event, conference, or work related endeavor. Use wisdom and be a good steward.

#### **Food:**

Breakfast - \$7-9

Lunch - \$12-15

Dinner - \$16-20

#### **Resources:**

The church gives \$100 toward the purchase of resources

# Budget Form

How many people are attending: \_\_\_\_\_

List Names

- John Doe

## Budget for Event

<b>Category</b>	<b>Estimated Cost</b>
Registration	
Lodging	
Airfare	
Car Rental/Gas	
Food	
Resources	
Misc	
Misc	
Misc	
Total Expense:	