Western Pacific Conference
Travel Policy

When travel has been approved for a member of the Conference, the following policy is in force. Note: there may be limited funds for all reimbursements listed. Please check with the approving authority of the travel to see what expenses (if any) will be reimbursed. Failure to obtain written pre-approval may deny all reimbursement claims.

1. Mileage Reimbursement

Mileage for pre-approved official travel using a personal vehicle will be reimbursed at the current IRS standard mileage rate. Mileage should be documented with the date, destination, and purpose of travel and submitted in a timely manner.

2. Meals

For travel more than 100 miles from the member's residence, the Conference will reimburse up to three meals per day for pre-approved Conference business travel.

Meal prices vary widely based on region and venue. While the Conference does not set a specific dollar limit per meal, the member is expected to exercise reasonable discretion, remaining mindful of good stewardship. A customary gratuity of up to 20% may be included in the reimbursement.

3. Ground Transportation

For pre-approved travel, the Conference will reimburse for:

- Rental cars, including fuel, tolls, and insurance if not otherwise covered.
- Rideshare and taxi services as necessary, including transportation to and from the member's home and the airport.
- Reasonable gratuities for ground transportation services.

Receipts must be submitted for reimbursement.

4. Air Travel

For pre-approved travel, airfare will be reimbursed for economy or coach-class tickets that include the ability to select a seat (such as "Main Cabin" or equivalent, depending on the airline). Tickets should be purchased in a fare class that allows for changes or cancellations without forfeiting the full value, recognizing that ministry demands can shift unexpectedly.

The Conference will also reimburse:

- Checked baggage (typically one bag; additional bags if needed for materials or extended travel)
- Seat selection fees
- Reasonable change or cancellation fees if pre-approved.

5. Lodging

For pre-approved travel, the Conference will reimburse lodging for overnight stays as deemed necessary for official travel. Accommodations should be comfortable and reflect a reasonable rate for the location and purpose of travel. Receipts must be provided.

6. Spousal Travel

There may be occasions when a member's spouse participates in ministry-related travel. This must be pre-approved. Reimbursement for spousal travel should be limited to instances where their presence is appropriate and necessary to support the ministry purpose of the trip.

7. Receipts and Documentation

All reimbursement requests for pre-approved travel should be submitted within 30 days of travel, along with the appropriate reimbursement form. Itemized receipts should be included where applicable. The Conference Treasurer or Finance Team may request clarification or additional documentation if needed before the reimbursement is approved.

8. Stewardship and Accountability

The member is entrusted with the responsibility to manage travel-related expenses with integrity, transparency, and a spirit of stewardship. This policy provides flexibility to meet the demands of ministry while ensuring accountability to the churches and donors of the Western Pacific Conference.