

Fellowship Council Member Expense and Leadership Team Expense and Honoraria Policy

Approved February 2001
Revised February 2005

Scope, Responsibility and Definitions

This policy guides expense reimbursements and direct payments for expenses incurred by members of the Fellowship Council and the Leadership Team for work done on behalf of the Fellowship Council. The responsibility for establishing and enforcing this policy is held by the Fellowship Council. The person responsible for administering this policy is the Fellowship Coordinator. Total reimbursements and direct payments for expenses under this policy are limited to the budget approved by the delegates to National Conference.

Work done on behalf of the Fellowship Council is defined as any regular meeting, special meeting, or special task approved by the Fellowship Council. This includes the annual winter meeting of the Fellowship Council, meetings immediately before and/or after National Conference, one or two meetings or retreats of the Leadership Team, planning activities by the Leadership Team for national conference, leadership team member attendance at Focus Retreats and the tri-annual meeting of Charis International.

The Fellowship Council includes twelve regionally elected members, the moderator, moderator elect, second moderator elect and past moderator. The Leadership Team consists of the moderator, moderator elect, second moderator and pastor moderator.

Guidelines

General Expenses: The treasury of the FGBC will reimburse or make direct payment for;

- Mileage- Mileage paid at the IRS mileage reimbursement rate. Trips of over 500 miles should be pre-approved by the Fellowship Coordinator.
- Airfare- Airfare should be approved or purchased by the Fellowship Coordinators office. In some cases the Fellowship Coordinator will issue guidelines to minimize cost to a specific destination.
- Car Rental- Car rentals should be approved or arranged for by the Fellowship Coordinator. Every effort will be taken to minimize car rental costs.
- Meals – All meals during meetings, and during a reasonable travel period before and after the meetings are reimbursable. In cases where the stay is extended to reduce airfare costs (ie: over a Saturday night) meals during that extended stay are reimbursable.
- Lodging – Lodging during meetings and during a reasonable travel period before and after the meetings. In cases where the stay is extended to reduce airfare costs (ie: over a Saturday night) lodging during that extended stay are reimbursable.
- Spouse – Only when the Fellowship Council or Leadership Team takes specific action to include the spouse for expense reimbursement. When possible, host church lodging will be extended to the spouse.

Exception: Travel expenses related to meetings immediately before and after national conference are not reimbursable.

Honoraria: Each leadership team member receives a annual honorarium of \$425. Lodging, meals and travel related to National Conference are provided by the FGBC treasury for the moderator during his year as moderator of the conference.

Focus Retreats: Leadership team members may attend up to two focus retreats each year outside their own region at FGBC expense according to the general expense guidelines. Additionally, the moderator may attend all Focus retreats at FGBC expense during the year of his moderatorship. Fellowship Council members can attend one focus retreat outside of their region during their 4 year term at Fellowship Council expense.

Other expenses: Other expenses that are approved in advance by the Fellowship Council or Leadership Team will be reimbursed. Unplanned expenses of up to \$100 can be approved by the Fellowship Coordinator.

Documentation: All requests for reimbursement must include the following information:

- Activity for which the expense was incurred.
- Person or organization to whom payment should be made.
- Receipts or copies of receipts. When receipts are not available, a written explanation should be provided. Written explanations can be accepted in place of receipts at the discretion of the Fellowship Coordinator

The Fellowship Coordinator will maintain a record of the request for reimbursement or payment with receipts.