

Background on guests/meals:

In the past guests were charged for meals with the exception of the first evening banquet. Recently this has not been the case. There is nothing in the manual that suggests guests should be charged for meals/expense voucher meals during travel. Is this something that needs to be added to the manual? Also, should the manual include to notify Office of Travel and Conference Planning (OTCP) of any guests attending meetings. This is helpful for OTCP to have an accurate count for meals and no added fees for extra meals.

Page from the BGM Directors Manual. . .

Expenses

Director's travel, housing (based on two Directors per room) and meal expenses to attend the Board of General Ministries meetings are paid by the denomination's Representative Process.

Arrangements are made with the hotel for direct billing to the ABC. When you check out to leave, you should review the charges on your account and sign the form indicating that the charges are appropriate.

The master bill will accept charges for the Director's room and tax only. Incidentals, meal charges on room folios, spousal charges and telephone calls will not be charged to the master bill. These must be paid personally upon check-out. Information regarding the amount representing one-half of the double room rate that you should pay for requesting a single room (other than for serious health reasons) or for your spouse will be provided in the registration information which will be sent to you, or it will be posted on the reservation website.

Travel - see "Travel" on page 15 for basis of reimbursement.

Expense Voucher

An Expense Voucher is included in the Board of General Ministries Packet (to be picked up at the BGM meeting) or on the table next to the Packets. It is generally easier to keep track of expenses if entries are made daily on the Expense Voucher provided and all required receipts are attached. Expense Vouchers may be submitted for reimbursement at the close of the meeting or mailed after you return home.

In general, air travel, housing, and meals will be charged directly to ABCUSA. Therefore, only miscellaneous expenses, such as local fares and parking costs, will need to be reimbursed. Receipts for public transportation and for any expenditures over \$10.00 will be required for reimbursement.

You may secure a cash advance - for information see Cash Advance on page 9.