

## **NATIONAL LEADERSHIP COUNCIL GUIDELINES FOR TRANSPORTATION, MEALS AND HOUSING**

Travel expenses for regional executive ministers and the executive directors of Ministers Council, are shared by the Representative Process Budget and by the region or the organization, with each paying half the transportation and housing expenses.

### **TRANSPORTATION**

#### **Air travel**

The official travel agent for ABCUSA is: Travel Leaders (Elysia Grantland)  
(484) 913-0295  
(212) 889-3131 ext. 4005

Please call the above number to make your travel arrangements. Elysia will have details of the meeting and will know when you should arrive and depart. Be sure to ask about all restrictions on your ticket as the airlines are changing the rules all of the time. Tickets will be billed to ABCUSA and you will be billed from ABCUSA for half of your airline ticket.

The majority of airline tickets are non-refundable tickets. Please note the following policies concerning changes to non-refundable tickets.

- Reservations not being used must be cancelled prior to the flight departure time. Once the flight has departed, the ticket will have no value, and you will not be permitted to stand by for an alternate flight.
- Changes may be made to non-refundable tickets before your scheduled departure; however, certain restrictions and fees apply. Please contact Elysia with any concerns.

If you choose to make your own flight reservations you must email your itinerary to Office of Travel and Conference (OTCP) at [Conference@abc-usa.org](mailto:Conference@abc-usa.org) so that the rooming list can be checked and so that you are reimbursed for half of your flight.

#### **Automobile travel**

For members who drive to meetings, the ABCUSA establishes a mileage allowance for reimbursement, using as its guide the current IRS-allowed rate. Such mileage is presently reimbursed at .70 cents a mile, up to one-half the amount quoted by our travel agent for competitive airfare. If driving results in a mileage charge which exceeds the lowest coach airfare available, the reimbursement will be limited to the airfare plus mileage to and from the airport plus shuttle transportation. **Please note that lodging and/or meals associated with auto travel are not reimbursable expenses.**

Charges for rental cars will not be reimbursed under the Representative Process. Should you desire to have a rental car available for your use during meetings, you must pay this expense personally.

### **HOUSING/ROOM RESERVATIONS**

Substantial effort is being made to keep housing costs within reason. A primary consideration in choosing the location for meetings is the need for extensive committee rooms and break-out rooms. Often, these considerations are not apparent to an individual member, but must be primary in making final decisions about location. Room costs are tempered by sharing rooms; members will be reimbursed for half of their hotel costs based on double occupancy; i.e., the Representative Process Budget pays for ¼ of the price of each

room. Sharing a room means that the individual pays ¼ of the room cost. Individuals who do not share a room pay ¾ of the room cost.

For many meetings, room reservations are arranged from a designated webpage through Cvent. Registering in a timely fashion is critical; hotel contracts often have deadlines for releasing rooms from a block without penalty. Please complete your travel plans and register online by the deadline given.

The online registration requires a credit card (**VISA, MasterCard or AMEX**) for payment. Once registered you will receive a confirmation email with your payment information included. Please review the email and contact the Office of Travel and Conference ([conference@abc-usa.org](mailto:conference@abc-usa.org)) ASAP with any concerns.

**The master bill will accept charges for the room and tax only. Incidentals, meal charges, spousal charges and telephone calls will not be charged to the master bill. These must be paid personally upon check out.**

### **SPOUSES**

Many members travel with spouses to NLC meetings. Expenses for spouses cannot be borne by the Representative Process. Transportation, additional housing costs, and meals for your spouse must be paid personally.

### **BIENNIAL PROCEDURES**

During the regular Biennium cycle, the Biennial travel expense is borne by the Region or other employing agency for any national meeting held in conjunction with the Biennial. This is based on the assumption that Executive Directors and Executive Ministers would normally attend the Biennial.

### **NATIONAL BOARDS AND ABC**

National Boards and ABCUSA will, by mutual agreement, cover the costs of travel and related expenses for their respective staff to attend all ABC denominational meetings, including those of the Board of General Ministries, the National Boards, the National Leadership Council, the National Executive Council, and related executive committees, task forces, commissions and sub-councils.

NLC questions contact [Gina Jacobs-Strain](#) at 610-768-2234.  
Administration questions contact [Vicella Gramling](#) at 610-768-2273.