

Episcopal Diocese of Northern California
P.O. Box 161268, Sacramento, CA 95816

Expense Voucher

Payable to: _____

Address: _____
City State Zip

Charge to: _____
(commission, department, program, etc.)

Date	Description (event/meals/lodging/postage/etc.)	Mileage or expense (1 item per line, please)	Office use only	

Signature: _____

Date: _____

Total Expense \$ _____

Approved by: _____

Title: _____

Diocesan Council Policy

By action of Diocesan Council at its meeting on June 24, 2006 the following reimbursement policies were adopted for persons traveling on business of the Diocese beginning June 24, 2006:

- Breakfast – maximum - \$9.00
- Lunch - maximum - \$12.00
- Dinner – maximum - \$24.00
- Lodging - single-maximum room rate - \$100.00 (plus taxes and fees based on the \$100 rate)

(Exceptions are made for conference attendance where hotel accommodations & meals are not optional, but are part of the conference package). Attach supporting documentation (i.e. motel statements, receipts, travel ticket stubs, etc.). **We are unable to reimburse anyone without proper receipts and approval. Should this occur, vouchers will be returned to you unpaid!**

Mileage will be paid on trips of 50 or more miles as follows:

Volunteers - \$.30 per mile (note: the 2006 IRS maximum for volunteer travel is \$.14, if the additional \$.16 reimbursements during the year are greater than \$600, you will be issued a 1099 Misc. If the IRS volunteer travel rates change, the taxable amounts will change accordingly.)

Employees - \$.30 per mile unless you travel at least 3,000 miles per year on Diocesan business, then you will be reimbursed at the IRS rate. In 2007 it is \$.485.)

Please Note:

Where cost effective, the Council encourages individuals to rent a vehicle when traveling more than 300 miles, round trip, and 1 or 2 days in duration. In this instance, you will be reimbursed for car rental and gasoline purchases (not mileage).