

Pikes Peak Christian Church Travel Rules & Guidelines

3/2008

These rules and guidelines are meant to provide direction and address any confusion regarding the travel policies of the Church. Any travel rules and/or guidelines used previous to this policy are cancelled and replaced by the ones covered in this policy. Travel guidelines are just that, and are meant to aid in reducing costs whenever possible. Travel rules are not subject to interpretation and can only be modified after prior approval from the Senior Leadership Team. Failure to adhere to the travel rules could result in disciplinary actions up to and including termination. If you have any questions or concerns with this policy please contact your direct supervisor or Executive Director.

Travel Guidelines:

- Whenever possible select the lowest cost fare when traveling by air.
- Whenever possible use the most cost efficient option for rental cars.
- Make travel arrangements at least **two** weeks in advance to insure the best possible rates.
- Use your cell phone and/or calling card whenever possible to reduce communication costs.
- Additional supplies should be sent to the travel destination by the lowest cost method and well in advance of the actual date they are needed.
- Park in long-term or lowest cost parking whenever possible.
- Plan to use public transportation or hotel shuttles whenever possible.
- If it lowers the cost of a plane fare to stay an additional night or over a weekend, and the total per diem, car rental, and hotel costs are less than the higher plane fare, book the extended stay fare.

Travel Rules:

- The expense report for a given trip should be submitted within **One** week of the return date. The report should be signed and dated by the employee and include **all** travel receipts.
- While traveling it is critical to stay in contact with the church office via cell phone or email. Take all tools needed to make this possible.
- Document all attendees to church business related meals.
- Laptops should be included as a part of the carry on luggage when on all trips.
- The normal work day schedule of being at whatever location by no later than 8:00am (local time zone) and staying until at least 4:30pm applies while traveling.

Clothing rules:

- During church business or vendor/ministry partner meetings = business casual or better.
- During activities = A PPCC polo shirt or the like and clean, non-torn Levi's or Dockers.
- Tee shirts, shorts, and/or tank tops are not acceptable business attire.

Pikes Peak Christian Church Travel Rules & Guidelines

3/2008

- The church does not pay for entertainment activities (*unless pre-approved*) like:
 - Rented movies or games
 - Arcades, amusement parks, or gambling facilities.
 - Sports related events or activities.
 - Published materials.
 - Excessive cost or theme type restaurants.
- The church will not pay for personal clothing or hygiene items, reading materials, entertainment or gaming items unless they were damaged during the course of normal church business while traveling and with the approval of your ministry leader, a Senior Leadership Team member, or the Executive Director
- The church will reimburse the cost of high-speed connections, temporary enrollment in internet service providers, or pre-paid access codes for internet service providers as long as the services are engaged to allow communication with the church or family only. The church will not pay for the services if they are used to download illegal copies of music or movies or to visit inappropriate web sites or engage in illegal or unethical services or practices.
- The maximum food expenses per individual, for a normal travel day, are to total no more than **\$45.00 per day** depending on the city and availability of low cost alternatives to event food. If you elect to spend more on a given meal, or in a given day, the maximum you will be reimbursed for by the church will be \$45.00.
 - Breakfast = \$10
 - Lunch = \$15
 - Dinner = \$20
 - You have a total of \$45.00 to spend. If you elect to skip a meal, or do not use all of the allowance for a given meal, you can use the balance for another meal as long as the total for the day does not exceed \$45.00.
 - The same total amount and rules also applies to any church business related quests.
 - PPCC will pay for a maximum of 2 quests for meals unless previously approved by your ministry leader, a Senior Leadership Team member, or the Executive Director.
 - Expenses for alcohol will not be reimbursed by PPCC
 - The church will not reimburse food expenses for spouses or other family members unless previously approved by your ministry leader, a Senior Leadership Team member, or the Executive Director