



BFC Travel and Expense Policy

Purpose

The Bible Fellowship Church Executive Board recognizes that board members, officers, and Department Directors and their staff [Personnel] of the Bible Fellowship Church may be required to travel or incur other expenses from time to time to conduct ministry business and to further the mission of the Bible Fellowship Church. This policy is not designed to restrict or inhibit travel, but to document and substantiate travel and expense processes that may already exist. Thus, the purpose of this Policy is to ensure that:

- Adequate cost controls are in place,
- Travel and other expenditures are appropriate, and
- There is a provision of a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel.

It is our policy to reimburse only reasonable and necessary expenses actually incurred by BFC Personnel. When incurring business expenses, The Bible Fellowship Church Executive Board expects Personnel to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend ministry money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, supported by required documentation, and the amounts spent.

Expense Report

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. The Expense Report, which shall be submitted to the BFC Executive Board or Department Treasurer monthly, or within two weeks of the completion of travel, must include:

- The individual's name
- The date, origin, destination and purpose of the trip, including a description of the BFC activity during the trip.
- The name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent (e.g., gifts, meals) in order to conduct Bible Fellowship Church's ministry/business).
- An itemized list of all expenses for which reimbursement is requested.

Receipts

Receipts are required for all expenditures billed directly to the Bible Fellowship Church, such as airfare and hotel charges. No expense in excess of \$ 25.00 will be reimbursed to Personnel unless the individual requesting reimbursement submits with the Expense Report written receipts from each vendor showing the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable). A credit card receipt or statement may be used to document the vendor and date of an expense, provided other required details of the expenditure are fully documented.

Denominational Credit Cards

If a BFC Denominational or Departmental credit card is issued to personnel for travel (and other) denomination-related expenses, the requirements for regular expense reports, explaining charges, as described above under “Expense Reports” must still be met, and charges may not be made for “Non-Reimbursable Expenditures” as described below. Failure to meet the Expense Report requirements, or making of inappropriate charges will result in loss of the credit card.

General Travel Requirements

Necessity of Travel. In determining the reasonableness and necessity of travel expenses, Personnel and the person authorizing the travel shall consider the ways in which the Bible Fellowship Church will benefit from the travel, and weigh those benefits against the anticipated costs of the travel. The same considerations shall be taken into account in deciding whether the benefits to the Bible Fellowship Church outweigh the costs. Less expensive alternatives, such as participation by telephone or video conferencing, or the availability of local programs or training opportunities, shall be considered.

Personal and Spouse Travel Expenses. With the Executive Director’s approval in advance, individuals traveling on behalf of the Bible Fellowship Church may incorporate personal travel or other business with their ministry-related trips; however, Personnel shall not arrange ministry travel at a time that is less advantageous to the Bible Fellowship Church or that involves greater expenses to the Bible Fellowship Church in order to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel, including, but not limited to, extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual and will not be reimbursed by the Bible Fellowship Church. Expenses associated with travel of an individual’s spouse, family or friends will not be reimbursed by the Bible Fellowship Church,

Air Travel

General. Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares.

Frequent Flyer Miles and Compensation for Denied Boarding. Personnel traveling on behalf of the Bible Fellowship Church may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

Lodging

Personnel traveling on behalf of the Bible Fellowship Church may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual’s itinerary shall be considered in determining reasonableness. Personnel shall make use of available corporate and discount rates for hotels. Check with the Executive Board office for details.

Out-Of-Town Meals

Personnel traveling on behalf of the Bible Fellowship Church are reimbursed on a per meal basis when they actually incur the cost of a meal. They will not be reimbursed for meals paid for, or provided by, others. A current guideline for meals is:

Breakfast:	\$ 7.50
Lunch:	\$ 12.50
Dinner:	<u>\$ 18.50</u>
All meals for a day:	\$ 39.00

Exceptions to the above limits may be made where available meal options require higher expenditures. All meals reimbursements will require a receipt.

Ground Transportation

Personnel are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:

Courtesy Cars. Many hotels have courtesy cars, which will take you to and from the airport at no charge. Personnel should take advantage of this free service whenever possible. Another alternative may be a shuttle or bus.

Taxis. When courtesy cars and airport shuttles are not available, a taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved.

Rental Cars. Car rentals are expensive so other forms of transportation should be considered when practical. Personnel will be allowed to rent a car while out of town provided that the cost is less than alternative methods of transportation.

Personal Cars

Personnel are compensated for use of their personal cars when used for ministry business, but not for traveling to/from their office. When individuals use their personal car for such travel, including travel to/from an airport, mileage will be allowed at the approved BFC Executive Board rate per mile, or, if not established by the BFC Executive Board, at the current IRS rate per mile. **2025 IRS mileage rate is 70 cents per mile.**

In the case of individuals using their personal cars to take a trip that would normally be made by air, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round trip coach airfare.

Parking/Tolls

Parking and toll expenses, including charges for hotel parking, incurred by Personnel traveling on behalf of the Bible Fellowship Church will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of the employee and will not be reimbursed.

On-airport parking is permitted for short trips. For extended trips, Personnel should use off-airport facilities.

Conferences, Meetings, and/or Seminars

Reasonable expenses incurred for conferences, meetings, and/or seminars will be reimbursed only if the expenditures are approved in advance by the Executive Director of the Bible Fellowship Church and qualify as tax deductible expenses. Detailed documentation for any such expense must be provided, including:

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 1. Date and place of conference/meeting/seminar
 2. Nature of expense
 3. A complete description of the ministry purpose for the activity including the specific ministry matter discussed
 4. Vendor receipts (not credit card receipts or statements) showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable).

Other Expenses

Reasonable ministry-related charges due to absence from the office are reimbursable. In addition, reasonable and necessary gratuities that are not covered under meals may be reimbursed.

Non-reimbursable Expenditures

The Bible Fellowship Church maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a ministry. Expenses that are not reimbursable include, but are not limited to:

Travel insurance.

First class airline tickets or upgrades.

When lodging accommodations have been arranged by the Bible Fellowship Church and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by the Bible Fellowship Church. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.

Activities that would violate any of the BFC Biblical Principles for Living.

Conferences and seminars which are not approved by the Executive Director of the Bible Fellowship Church.

Expenses for spouses, friends, or relatives. If a spouse, friend or relative accompanies Personnel on a trip, it is the responsibility of the Personnel to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request.