

## CCN Reimbursement Guide

**Booking Flights:** You will be reimbursed for up to \$300 in flight costs for round trip tickets, unless otherwise approved by CCN.

**Driving:** If you must drive over fifteen (15) miles each way to the nearest airport, CCN will reimburse your mileage at the current standard IRS rate. You must submit an image of a map showing your route and mileage. If your commute to the airport is under 15 miles each way, you will not be reimbursed for mileage. You will only be reimbursed for mileage, not gas as well.

**Taxi/Lyft/Uber:** You will be reimbursed for a taxi or ride service from your home to the airport of your departure, and back, with receipts. If economy parking would be less expensive than taking a ride service, you are encouraged to park your car at the airport. Please note: If there is a shuttle arranged for your transport from the arrival airport to the event and back, you will not be reimbursed if you choose to take another transit mode.

**Mileage Reimbursement:** If you use your personal vehicle to travel over fifteen (15) miles each way to the event itself, mileage will be reimbursed at the standard IRS rate. Mileage expenses may not exceed the lowest available airfare between city of departure and destination. As your receipt, please submit a map that shows total miles traveled. You will not be reimbursed for gas, only for mileage.

**Car Rentals:** CCN staff must pre-approve all car rentals. Please use economy-class vehicles. For car rentals, CCN will reimburse gasoline expenses in addition to the cost of the vehicle. If you did not receive approval from CCN staff for a car rental, you will not be reimbursed.

**Lodging:** Hotel lodging costs will be reimbursed for out of town guests coming in from over 15 miles each way (unless lodging is included as a part of the event). In-room charges such as phone calls, movies, snacks and room service will not be reimbursed.

**Meal Allowances:** For meals not provided by CCN you may be reimbursed up to the following amounts (excluding tax and gratuity): Breakfast: \$10.00, Lunch: \$15.00, Dinner: \$25.00.

**Alcohol:** CCN does not reimburse for alcoholic beverages.

**Receipts for meals:** Itemized receipts are required for reimbursement (an itemized receipt lists out each item, rather than just the total amount. Restaurants typically give both receipts to you). Alcohol should be paid for on a separate check as it will not be reimbursed.

**Tipping: Meals and Taxis:** CCN will reimburse gratuity for meals and taxis (with receipts) between 15-20%. **Hotel Staff:** CCN strongly encourages participants to tip hotel service personnel, such as porters, valets, and housekeepers. However, CCN does not reimburse such expenses.



## TRAVEL EXPENSE STATEMENT

PLEASE PRINT CLEARLY

PURPOSE: \_\_\_\_\_ TO \_\_\_\_\_

CHECK PAYABLE TO: \_\_\_\_\_

BUDGET CODE: \_\_\_\_\_

PREFERRED MAILING ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

NAME: \_\_\_\_\_

Check here if mailing address is the Institution's address.

DATE	LODGING	MEALS	TRANSPORTATION		TIPS, ETC.	TOTALS
			GROUND	AIR		

TOTAL \_\_\_\_\_

Movies, alcoholic beverages, checked baggage fees, wifi inflight and other personal expenses are not reimbursable.

Original receipts should be attached for lodging, meals (full receipts with specific charges, not just the credit card signature slip), auto rental, taxi, and airfare. We request the passenger receipt from the air ticket. If travel is by personal auto, charge \$0.58 per mile and enter under Transportation, Ground. You will need to provide a map to show miles travelled as your receipt. Ground travel is not to exceed the cost of an air coach flight.

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

APPROVAL \_\_\_\_\_ Date \_\_\_\_\_

RETURN TO

Catawba Clergy Network, Attn: Penny Rice,  
 2300 W Innes St, Salisbury, NC 28144  
 Or scan and send to [clergynetwork@catawba.edu](mailto:clergynetwork@catawba.edu)