

Presbytery of Yukon
Proposed Travel Reimbursement Guidelines
(Approved by the Leadership Team on November 17, 2020)

A. Reservations/notification

1. Delegates should plan to attend the entire Presbytery meeting.
2. Air reservations need to be made as soon as possible, preferably no less than 21 days in advance.
3. Participants should notify the Presbytery office that they will need air reservations as soon as notice of the call to a meeting has been received. (Therefore, sessions/councils should select their delegate(s) before the call is to go out.)

B. Reimbursement

1. When Presbytery buys a ticket and the participant does not show up for the meeting without advance notice, they or their local church should take on responsibility for the cost of the ticket.
2. At Stated Meetings of Presbytery, there will be no reimbursement for local transportation, housing, or meals since these are provided to all attendees.
3. Mileage reimbursement should not exceed reasonable airfare costs.
4. Mileage rates are reimbursed to the extent approved by the IRS.
 - If attending Presbytery meetings is a part of the participant's job description, reimbursement will be at the business rate.
 - If attending Presbytery meetings is not part of the participant's job description, reimbursement will be at the charity rate.
5. It is recommended that committees and the Leadership Team adopt these travel guidelines for their use.

Original date of adoption: October, 2004

Revised: November 17, 2020