

Guest Travel Expense Policy for Wespath Benefits and Investments Meetings and Events

Examples include:

- Conference Forum
- HealthFlex Summit
- Clergy Benefits Academy
- revitup! For a Lifetime in Ministry Event
- Quadrennial Benefits Conference
- Other Meetings / Events or Guest Travel

Effective 7-2016

Policy

As an agency of The United Methodist Church, Wespath Benefits and Investments (Wespath) has both a fiduciary and stewardship responsibility to operate efficiently, cost-effectively and prudently. A travel management program, including sound accounting controls, is essential in meeting these responsibilities. To that end, the following travel policy is in effect.

When guests are traveling at Wespath's expense, Wespath will arrange guest travel via the travel vendor: Travel Leaders. Wespath will also provide appropriate arrangements for hotel accommodations as well as group meals during the meeting/event.

Online Registration

All guests planning to attend a Wespath-sponsored meeting/event shall register for such event via RegOnline. Guests can access this registration system by visiting Wespath's website: www.wespath.org and selecting the event the guest chooses to attend. It is expected that all guests will register for the event whether they plan to attend all or even part of the event. This registration site is the launch for all other meeting and event details including travel, hotel accommodations, meals and any other special services, sessions or arrangements. If the number of guests from a plan sponsor exceeds the communicated number of guests paid for by Wespath, the plan sponsor is expected to pay for the additional expenses by providing a payment during the on-line registration process.

Upon completion of the guest's registration (for those attending at Wespath's expense), the travel vendor, Travel Leaders receives notification of the registration and will contact the guest traveler with travel options. Wespath's travel vendor works to obtain the best and lowest fare available when arranging air travel. If a change in air transportation is requested after a ticket has been purchased, and if there is an additional fee, the plan sponsor / guest traveler is expected to pay for the additional expense. This helps Wespath maintain good stewardship on behalf of the denomination.

If the guest arranges their own air travel arrangements, due to the extra work that action creates for Wespath staff, Wespath will impose an administrative fee of \$95.00 that will be deducted from any expense reimbursement request submitted for payment. If the guest chooses to drive to the event, Wespath will reimburse the mileage total or the normal airfare available to the same destination, whichever is less.

If requested, the travel vendor, Travel Leaders will assist participants coming at conference expense. Payment for the ticket cost and any associated fees will be the responsibility of the traveler / conference at the time of booking.

Automobile Travel

A guest traveler may elect to use a personal vehicle to attend a Wespath meeting/event. Compensation is at the IRS allowable mileage reimbursement rate as determined each year. This reimbursement is intended to cover the cost of gasoline and vehicle usage. **Wespath will reimburse the mileage total or the normal airfare available to the same destination, whichever is less.** Airfare costs will be researched at the time of registration and documentation will be provided to the guest traveler for their reference if the air travel arrangement is the lower reimbursable amount. If there is more than one guest traveling from the same conference/organization, it is requested that the guests travel together and share the expense.

A guest traveler's own automobile insurance must be in effect when using a personal car for attending Wespath meetings/events.

Cancellations

If a guest has to cancel their attendance at a meeting/event, it is requested that they contact the meeting planner on the cell phone number listed on the event confirmation letter as soon as the guest is aware of the need to cancel so meals, rooms, air travel, etc. can be cancelled. If the cancellation occurs on the day of travel, it is imperative either the meeting planner or the airline/hotel is contacted directly to avoid any cancellation fees. *Any hotel "no-show" or forfeited airline ticket fees incurred will result in a bill to the guest traveler for reimbursement.*

Wespath's meeting planner will make appropriate accommodations/suggestions for ground transportation on behalf of the guest traveler and will provide this information via a guest confirmation email one week in advance of the event start date.

Wespath will reimburse the guest traveler for ground transportation costs when:

- The traveler chooses an airport farther from home to reduce his/her rate;
- The combined costs (shuttle, taxi, etc. + airfare) are less than the airfare from his/her local airport.

Arrival / Departure Times

Since Wespath is providing the transportation to the meeting/event, we will work to arrange travel so the guest can attend the entire meeting as scheduled. *If the guest needs to arrive late or leave early, Wespath will consider the circumstances and may request reimbursement for a percentage of the transportation costs.*

Accommodations

Wespath's meeting planner will arrange appropriate hotel accommodations on behalf of the guest traveler and will confirm all details via a guest confirmation email one week in advance of the event start date.

Check Out

Upon check-out, it is the responsibility of the guest traveler to pay the hotel directly for any charges which are of a personal nature or otherwise not reimbursed by Wespath, i.e. movies, mini bar, additional amount for double room rates vs. single room rates, phone charges, etc.

Meals

During the scheduled meeting/event, meals and snacks will be provided. All meeting attendees are expected to be in attendance for all meals provided. Wespath will not reimburse the guest for meals/snacks that coincide with meals/snacks provided during the meeting/event.

On occasion, a stipend may be provided for guest meals. Guest travelers should choose low or moderately priced restaurants and meals. Cash register receipts and accompanying itemized receipts are to be included with the Expense Reimbursement Form. The receipt/form should note the name(s) of those attending and the business purpose.



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Alcoholic Beverages

Alcoholic beverages are not authorized expenses for payment or reimbursement.

Reimbursement

Reimbursement will be expected if air travel or ground transportation has been arranged but the traveler does not use the arranged transportation.

If the guest (attending at Wespath's expense) arranges their own air travel arrangements, due to the extra work that action creates for Wespath staff, Wespath will impose an administrative fee of \$95.00 that will be deducted from any expense reimbursement request submitted for payment.

Reimbursement Form for Travel Expenses

The guest traveler shall provide a complete accounting of all *travel related expenses* to the meeting and event planner on an authorized Expense Reimbursement Form *within 1 month* of the trip's completion. All the expenses for one trip should be submitted on one Expense Reimbursement Form. **Cash register receipts and accompanying itemized receipts for all expenditures *must* be included.**

Non-Reimbursable Expenses

- a. Personal entertainment
- b. In-room movies
- c. Convenience bar (mini-bar)
- d. In-flight movies
- e. Traffic fines
- f. Mileage to and from home/work to airport
- g. Airport parking while guest is at meeting/event
- h. Hotel rooms / meals prior to or upon completion of meeting / event
- i. Computer connection / internet access fees

Documentation

| <u>Expense Item</u> | <u>Acceptable Documentation</u> |
|---------------------|---|
| Airline | Original passenger coupon and itinerary or copy of e-mail confirmation showing flight and price information |
| Hotel | Original folio reflecting proof of payment |
| Car Rental | Original rental agreement and charge slip |
| Meals | Card member charge copy or cash register receipt and accompanying itemized receipts |



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Other Card member charge copy or cash register receipt and accompanying itemized receipts

Billing Response Time

When Wespath bills a guest traveler for reimbursement expenses, the guest traveler must remit payment and/or respond to inquiries within 30 working days after receipt of the bill. Wespath will also reimburse the guest traveler for expenses incurred at the meeting / event within 30 working days after receipt of the Expense Reimbursement Form and accompanying receipts.

Exceptions to the Policy

The Manager of Administration must approve exceptions to this policy, with appropriate rationale provided by the guest traveler, before travel arrangements are finalized.