



TRAVEL REIMBURSEMENT GUIDELINES

Persons traveling for Duke Divinity School purposes, including projects related to Pulpit & Pew: The Duke Center for Excellence in Ministry, will be reimbursed for reasonable travel expenditures. The following guidelines outline basic expectations for travel, but all travelers are encouraged to plan their travels carefully and diligently in order to minimize expenditures.

AIR TRANSPORTATION

Please make flight arrangements through AAA Carolinas Travel, Raleigh, NC. Contact them by phone at 800-274-0543, Monday through Friday, 8:00 am to 5:30 pm Eastern time. You may also e-mail AAA at crhamblet@mailaaa.com. Please identify yourself as attending the Pulpit & Pew Forum, May 3-5. Fees for changing flight reservations will be paid on an exceptional basis only. Travelers will not be reimbursed for normal airfare when a personal frequent-flyer free ticket is used.

GROUND TRANSPORTATION

Personal mileage will be reimbursed at the IRS rate (\$.445 for 2006). Mileage expenses will be reimbursed only to the amount equivalent to an economy airfare. Pulpit & Pew will reimburse expenses up to the rate for an intermediate size car rental and will reimburse for collision damage insurance but not personal accident or personal effects insurance. *If you need an exception for a larger car*, please contact our office *before* making the rental. ORIGINAL receipts for parking, shuttle services, tolls, car rental, appropriate gratuities and other ground transportation must accompany requests for reimbursement.

Ground transportation between the Indianapolis Airport and University Place will be provided by Carey Indiana.

LODGING

Room accommodations and taxes will be direct billed to Pulpit & Pew. Pulpit & Pew will only pay for phone calls up to \$10.00. Pulpit & Pew will not pay for movie rentals, internet charges or other incidental charges.

MEALS

Pulpit & Pew will reimburse travelers for meals during the period of travel. Ordinarily, meal expenses should not exceed \$50 per day. Original, *itemized* receipts must accompany requests for reimbursement. The Divinity School will not reimburse charges for alcohol, or for gratuities over 20%. *If meals are provided by the hotel or conference center within the agenda of a program, additional meals purchased during this time will not be reimbursed.* If a receipt included purchase of a meal for another person traveling for Divinity School business, please list the names of those persons on the receipt.

REQUEST FOR REIMBURSEMENT

Travel reimbursement forms are available from the Pulpit & Pew office. Alternatively, travelers may submit a letter itemizing their expenses for reimbursement with original receipts attached. The letter must include the traveler's name, **home address**, purpose and dates of travel, destinations, Social Security number, and signature. ORIGINAL receipts must be included as outlined in this Guidelines document. You will be sent a reminder 7 days and 30 days after each event if you have not submitted a travel reimbursement request. If we have not received your request for travel reimbursement 120 days after the event, we may be unable to reimburse you.