

# **VOLUNTEER EXPENSE REIMBURSEMENT POLICY**

The Kansas-Oklahoma Conference of the United Church of Christ (Conference) will reimburse the Out of pocket expenses of its volunteers incurred in connection with the performance of Conference business under the following guidelines.

## **Travel**

- The Conference will reimburse the cost of the personal use of a volunteer's automobile at a rate as determined from time to time by the Conference Council. It will also reimburse the reasonable cost of public transportation and tolls.

## **Meals**

- The Conference will reimburse the cost of meals incurred by volunteers when the volunteers are away from home overnight. Such reimbursement will be based on the actual cost incurred, not to exceed \$35.00 per day. Receipts are required for any meal costs in excess of \$10.00.

## **Lodging**

- The Conference will reimburse the reasonable cost of lodging incurred in connection with Conference business.
- The Conference currently has agreements with several motels in Wichita for a negotiated rate per room. If the volunteer is staying in Wichita overnight, he or she should if possible have the Conference office make the reservation. If that is not done, he or she should stay at a conference approved motel/hotel and note at check-in that he or she is with the Conference, so that the negotiated rate will be charged. If for good cause, the person cannot stay at one of the two hotels, the Conference will reimburse the reasonable lodging costs of the volunteer. If the volunteer chooses to stay at other than the conference approved hotel, the Conference will reimburse the volunteer up to the highest negotiated rate. Receipts are required for any lodging reimbursement.

## **Other Expenses**

- The Conference will reimburse its volunteers for any other reasonable expenses that the volunteer incurs in connection with Conference business. Receipts are required for these expenses.

**Hotels approved for Kansas-Oklahoma Conference  
As of 8/27/05**

**Super 8 Motel - 316-686-3888**

527 S. Webb Road (just south of Kellogg on Webb Rd.)  
Room Rate \$38.00 plus hotel tax (offers a continental breakfast)

**Wichita Inn North – 316-636-2022**

3741 N. Rock Rd. (20 minute drive North of the conference office)  
Room Rate \$49.00 plus hotel tax

**Wichita Inn East – 316-685-8291**

5211 E. Kellogg Dr. (on Kellogg next door to Scotch & Sirloin)  
Room Rate \$49.00 plus hotel tax

**Clubhouse Inn & Suites – 316-684-1111**

515 S. Webb Road (just south of Kellogg on Webb Rd.)  
Room Rate \$59.00 plus hotel tax (offers a complimentary breakfast buffet)

**Holiday Inn Select – 316-686-7131**

549 S. Rock Rd. (just south of Kellogg on Rock Rd.) 316-686-7131  
Room Rate \$69.00 plus hotel tax (ask for United Church of Christ room rate)