

WORLD COUNCIL OF CHURCHES

POLICY FOR REIMBURSEMENT OF TRAVEL COSTS FOR GOVERNING BODY MEMBERS

When the WCC is responsible for the cost of members' travel to meetings of the central and executive committees, arrangements should be made through the WCC conference office. In cases where reimbursement of members' own travel arrangements are requested, the amount of reimbursement should, without exception, be limited to the equivalent cost of that which would have been incurred had travel been arranged by WCC. Consultation with WCC conference office should be made in advance to agree the amount to be reimbursed.

For all travel undertaken at the request of the WCC, the following rules shall apply:

- a) The WCC will be responsible only for the cost of a direct flight from the airport of departure from the person's country of residence to Geneva (or other location, if the meeting is held elsewhere) and return, without stopovers, unless a break is required because the length of the trip exceeds 18 hours. The WCC will pay the cost of a ticket, prepaid or sent from Geneva, or the cost of a ticket purchased locally by the individual or the church, whichever is less.
- b) Flights arranged by the WCC will be by the least expensive routing, and taking advantage of any special fares or deductions available to the WCC. Members will not be asked to take a special routing if the saving is less than Sfr 500.00 or when the inconvenience is unreasonable i.e.
 - when travel time each way exceeds 24 hours more than the direct routing;
 - when the alternate route requires more than two connections over and above the direct route.
- c) If special routing or stopovers are required, or if the person makes his or her own arrangements, the WCC will reimburse only an amount equal to the lowest cost as indicated above.
- d) Members will seek to reduce costs to the WCC whenever possible. It is understood that members who are able to combine a trip with travel to other meetings will share expenses with the other organizations so as to reduce costs to the WCC.
- e) In the case of a member who does not attend the full meeting, financial assistance will be pro-rated according to the number of days attended, unless such limited attendance has been agreed in advance.

WCC authorized travel will be by economy class (air) or second class including sleeper for overnight travel (rail).

When a ticket has been purchased locally on authorization of the WCC, reimbursement will be made on presentation of an invoice or the ticket.

Other expenses necessarily incurred in the course of travel will also be reimbursed, as follows, and on the basis of invoices or receipts:

- moderately priced second-class hotels, excluding any personal charges or private telephone charges;
- local public transport or taxis as needed;
- the hiring of cars will not be reimbursed, except if prior clearance has been obtained;
- porter's charges, required airport taxes, visas, inoculations etc.
- other unavoidable costs in cases of emergency such as flight cancellations, strikes etc.

Personal expenses are not reimbursed.

All expense reports must include the currency and rate of exchange, with exchange receipts attached.