

TRAVEL INFORMATION FOR EXECUTIVE BOARD (for in-person meetings)

The BGCT (Texas Baptists) pays for expenses that Executive Board Directors incur during their service. Most expenses will be related to travel, hotel, and meals during travel to and from meetings. **FOR BUSINESS AND TAX PURPOSES, RECEIPTS ARE REQUIRED FOR ALL EXPENDITURES EXCEPT FOR MILEAGE.** In the event evidence of expense is lost, a note of explanation must be included.

The BGCT must have a W-9 form on file for you to be reimbursed

Transportation: The Convention will reimburse mileage at one-half (1/2) the IRS approved mileage rate (as of January 1, 2025, the rate is 70 cents per mile, half of that is 35 cents. We will pay 35 cents per mile.) up to the cost of a round-trip discounted or coach airfare ticket from the nearest appropriate airport to the site of the meeting. However, volunteers travelling more than 200 miles round trip may elect the method of travel most convenient to them.

If flying, we encourage you to use Love Field when making your reservations to Dallas. We encourage you to purchase your ticket as far in advance as possible. We pay for the most reasonable airfare (upgraded airfare or extra early check-in will be charged to you)

Spousal Travel or Meals: Spouses are always welcomed. Travel is covered for those that drive. Those flying would be responsible for their spouse's ticket. There is no extra charge for hotel room.

We do not cover spouses' meals to and from the meeting. If staying at the hotel, breakfast is complimentary for one person per night per room.

There is a charge of \$10.00 for Monday lunch and dinner for a spouse (or one guest) - reservations for their meals must be made at registration time. Any reserved meals for spouses (or one guest) will be deducted from your reimbursement.

Shuttle: Free shuttle service is provided from Love Field to the DoubleTree by Hilton Hotel Dallas - Love Field and back. We request that you use this service if flying. (we do not provide for car rentals) For those who request shuttle service, information will be sent to you the week before service is needed.

Tolls and Parking: The Convention will reimburse Directors for tolls and parking if needed. Receipts need to be turned in with your reimbursement form.

Meals: The following meals will be provided at the hotel for ExBd Directors - Monday lunch and Monday dinner (if you choose to eat these meals somewhere else - you will be responsible for payment). **A stipend will be provided for Tuesday lunch. Also provided in February – Sunday dinner for New Directors at Orientation.**

Reasonable cost of meals for directors traveling to and from meeting, including gratuities, may be reimbursed. Avoidance of luxury establishments is expected.

Meeting hotel: Only your room and breakfast in the hotel café will be master-billed

- You will be charged for in-room service

Reimbursement form: will be placed at your assigned seat on Tuesday morning. There will be a box at the registration table to return your form including all receipts and **DON'T FORGET TO SIGN.**

You may mail your reimbursement form to:

Anna Rosales
7557 Rambler Road Suite 1200
Dallas, Tx 75231-2388
or fax: 214.292.9365

We are happy to reimburse you for travel - it is your choice to be reimbursed or not