The Episcopal Diocese of Northern California - 2020 Expense Reimbursement & Check Request Form

Payable to: Jane Doe

Date Submitted: 12/15/2020

Address: 555 Sample St., Sacramento, CA 95825

Delivery Instructions: Mail Check

Date	Description	Number of miles driven	Amount	INTERNAL USE ONLY	
				Account Name	Program or Classification Name
	(List trip/event/purpose)				
12/13/2020	Capital Deanery meeting, breakfast		$89.54		
12/13/2020	Deanery mtg. roundtrip mileage from St. Martin's to Trinity	41.00	$23.58		

Total: $113.12

Submitted by: Jane Doe

Date: 12/15/2020

Program Approval*:

Date:

Office of the Bishop Management Approval*:

Date:

Employees and volunteers (non-employees of the Office of the Bishop) will be reimbursed for the cost of transportation (airfare or other mode of transportation), lodging, and meals while traveling on diocesan business. Every reasonable effort should be made to contain costs for lodging and meals while traveling on Diocesan business. **Original receipts must be submitted with the Expense Reimbursement & Check Request Form to receive reimbursement.**

Employees will be reimbursed for travel mileage based on the Internal Revenue Service (IRS) business rate in effect. Effective January 1, 2020 this reimbursement rate is $0.575 per mile. Travel mileage should be detailed in the "Description" above with the exact starting and ending location points and noted if the trip was one-way or a round trip.

Effective January 1, 2015, volunteers (non-employees of the Office of the Bishop) conducting diocesan committee, commission, and governing body business will be reimbursed for travel mileage at the IRS business rate upon special request with proper documentation. For 2020, this rate is $0.575 per mile. If not requested, volunteers will be paid at the volunteer rate. For 2020, this rate is $0.14 per mile. Volunteers must submit a complete Expense Reimbursement & Check Request Form no later than 45 days after the expense is incurred to receive reimbursement. A completed Form W-9 must be submitted with an **initial** request. Volunteers attending Diocesan Convention or Deanery meetings will not be reimbursed for mileage at the IRS business rate.

For travel mileage reimbursement, a MapQuest (or similar program) map must be printed and submitted with the Expense Reimbursement & Check Request Form. The MapQuest should include the detailed route from the starting point through the ending point.

* All Expense Reimbursement & Check Request Forms must have appropriate "Program Approval" and "Office of the Bishop Management Approval" prior to submitting a completed request.

Rev. 12/16/2020

Completed Expense Reimbursement & Check Request Forms must be submitted to:
The Episcopal Diocese of Northern California
350 University Avenue, Suite 280, Sacramento, California 95825
Tel 916.442.6918 *Fax* 916.442.6927 *Web* www.norcalepiscopal.org

Making Disciples, Raising Up Saints & Transforming Communities for Christ

SAMPLE STORE

1234 Sample St.
Sacramento, CA 95825
(555)555-5555

****

No.5555 Cashier: Jane

****

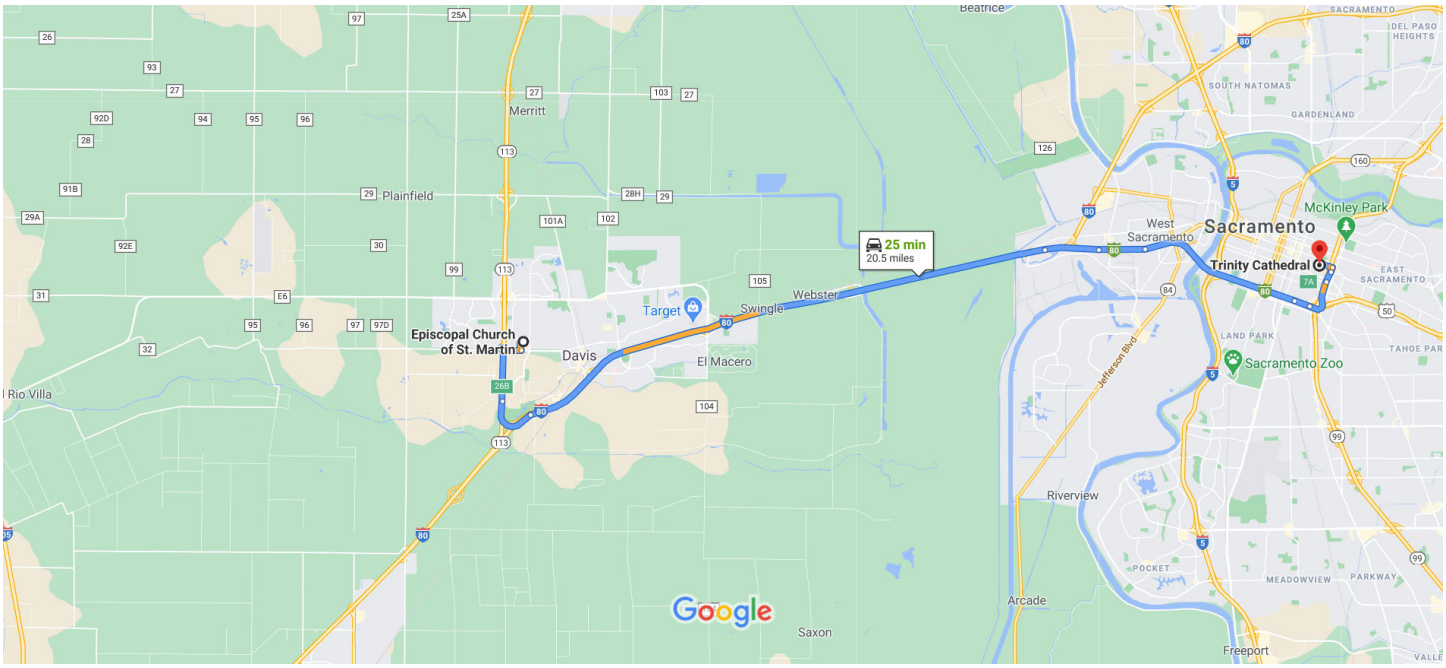
20	Breakfast Pastries	66.00
1	Gallon of coffee	17.49

Subtotal:	83.49
Tax:	6.05
Total:	89.54

********** THANK YOU **********



Google Maps Episcopal Church of St. Martin to Trinity Cathedral Drive 20.5 miles, 25 min



Map data ©2020 Google 2 mi

Episcopal Church of St. Martin

640 Hawthorn Ln, Davis, CA 95616

Get on CA-113 S from Russell Blvd

3 min (0.8 mi)

1. Head west toward Hawthorn Ln

177 ft

2. Turn left onto Hawthorn Ln

377 ft

3. Turn left at the 1st cross street onto Sycamore Ln

0.1 mi

4. Turn right onto Russell Blvd

0.4 mi

5. Use the right lane to take the State Route 113 ramp

0.2 mi

Take I-80 E and I-80BL E to 30th St in Sacramento. Take exit 7A from I-80BL E

18 min (19.4 mi)

6. Merge onto CA-113 S

1.0 mi

7. Use the right 2 lanes to take exit 26B toward Sacramento

1.1 mi

8. Merge onto I-80 E

10.7 mi

9. Continue onto I-80BL E/US-50 E/Capital City Freeway (signs for Sacramento/South Lake Tahoe)

1.1 mi

10. Keep left to continue on I-80BL E

0.9 mi

11. Keep left to stay on I-80BL E

3.3 mi

12. Use the 2nd from the right lane to take the Interstate 80 Business East exit toward Reno/CA-99 S/Fresno

0.3 mi

13. Keep left at the fork, follow signs for I-80 BUS/Reno and merge onto I-80BL E

0.8 mi

14. Take exit 7A for N St

0.2 mi

Drive to Capitol Ave

2 min (0.3 mi)

15. Use the left lane to turn left onto 30th St

Pass by IHOP (on the right)

449 ft

16. Turn left before Wells Fargo Bank

Destination will be on the left

0.3 mi

Trinity Episcopal Cathedral

2620 Capitol Ave, Sacramento, CA 95816

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.