



General Council 2017 – Travel and accommodation reimbursements

1. Guidelines

1.1 Member church delegates

- a) **Reimbursements are provided to ensure fair participation of delegations of WCRC member churches that are composed according to constitutional requirements.**

In view of the limited resources available, **member churches should first ensure that all other avenues of support have been explored.** The WCRC staff will document their discussion with the member church confirming that efforts have been made to cover participation costs by other means.

There is eligibility for a reimbursement

- where it is understood that there would be difficulty in financing the full participation of the delegation;
- the membership contribution from 2011 to 2015 has been paid;
- and a request for a reimbursement has been made to the General Secretary by 31 March 2017. In exceptional circumstances this period may be extended.

A **proposal for reimbursement** is then made by the General Secretary, subject to the priorities for allocation described below.

In certain circumstances of known financial difficulty, and subject to the same priorities for allocation described below, the General Secretary may contact the member church proposing a reimbursement.

- b) **Priorities** for the allocation of a reimbursement will be:

Reimbursements will be allocated using the following criteria, ensuring equal percentage of reimbursement for delegates of member churches:

- Churches whose delegations **conform to the constitutional criteria** regarding women, youth and lay persons;
- Churches which have **paid membership contributions** from 2011 to 2015;
- Churches which have **paid** travel, accommodation and registration **fees for at least one delegate.**

- c) **Processing** the allocation of reimbursements:

If the **proposal** for reimbursement is **accepted by the church**, the **WCRC will assist the delegate** with practical arrangements, organise **accommodation** and book the most reasonably priced **ticket** available for purchase.

If the **church or delegate opts to arrange his/her own travel**,

- The church or delegate will be responsible for making the travel arrangements, and for informing the WCRC of arrival and departure details;

- The travel subsidy will be limited to the price which would have been obtained by the WCRC at the stated target date;
- **Accommodation arrangements** that have **not been formally agreed upon** with the WCRC will **not be reimbursed**; and
- a travel reimbursement claim must be presented by the delegate to the WCRC finance office **at the latest** during the General Council. Reimbursements subject to the conditions of this policy will be made after the assembly.

1.2 Consultants and co-opted staff invited by the WCRC

The WCRC will contact the person's church / organisation and pay all expenses which are not paid by a person's church / organisation in accordance with the travel and accommodation expense policy.

1.3 Guests invited by the WCRC

The WCRC will offer accommodation and meals and/or travel expenses where necessary.

1.4 Other participants

Other delegated representatives, delegated observers, observers and members of the retiring executive committee not named as delegates will cover their own costs.

1.5 Exceptions

Any exception concerning eligibility for a reimbursement requires the approval of the general secretary.

2. Reimbursement coverage

The **following expenses** will be **covered** for **participants receiving reimbursement**:

a) Return travel to Leipzig:

The cost of a direct flight, economy fare, from the airport of departure from the participant's country of residence to Leipzig and return without undue stop-overs, unless a break is required because the duration of the trip exceeds 18 hours, in which case the WCRC would cover the cost of meals and a moderately priced hotel. If the participant purchases the ticket, the lowest rate available at the stated target date – either if purchased by the WCRC or purchased in the country of residence – will be reimbursed.

b) Accommodation and meals for the duration of the General Council:

If the participant has arranged his/her own accommodation in agreement with the WCRC, reimbursement will be made up to the equivalent amount for which accommodation would have cost if it had been arranged by the WCRC or the amount of the accommodation if arranged by the participant, whichever being the lowest.

3. Minimum contribution

The following expenses are considered the **minimum contribution** to be made by the church/participant and will not be reimbursed by the WCRC:

- **Registration fee;**
- visa fees, transportation costs in the home country, travel taxes, etc..

4. Items not reimbursed

- WIFI,
- telephone,
- room service,
- other personal charges.