

Travel Reimbursement Policy

Galileo Church • adopted November 2017

Galileo Church intends to empower its co-conspirators and friends to fulfill our missional priorities, which sometimes requires car travel for which we need to reimburse drivers.

The Missional Logistics Team is charged with the stewardship of our finances in support of our missional priorities, so it has developed the following guidelines for car travel reimbursement:

1. Galileo Church reimburses for trips outside of DFW that are pre-arranged with the Missional Logistics Team or pastoral staff (such as taking kids to camp, or traveling to Austin to lobby the Texas Legislature). Reimbursement is not retroactive for trips taken before receiving MLT authorization.
2. Galileo Church reimburses drivers for gas only, for the length of the authorized trip.
 - a. Drivers should fill up *at their own cost* before leaving town, beginning their trip with a full tank.
 - b. Drivers should fill up upon return to DFW and submit that receipt for reimbursement.
 - c. If the trip requires more than one fill-up, drivers can submit receipts for a fill-up during the trip and another receipt for fill-up upon return to DFW.
3. Reimbursement will be made as soon as the Co-Treasurer is able to deliver a check in person.