



Community of Christ

GREATER PACIFIC NORTHWEST USA MISSION CENTER

Travel Fund for Alaska Policy

Effective 1/1/2012

On November 5, 2011, the Greater Pacific Northwest Mission Center Conference approved legislation authorizing the creation of a travel fund in support of ministry to and from Alaska. The initial authorized amount of \$65,000 is managed using the following policy and procedures.

Approved Expenses

- Flights for Alaskans to mission center or World Church events held on U.S. mainland, coach only
- Car rental for Alaskans for mission center or World Church events held on U.S. mainland, only when shared by two or more Alaskans
- Lodging for Alaskans for mission center or World Church events held on U.S. mainland
- Flights to Alaska by ministers assigned and approved in advance by the GPNW Mission Center President to provide specific ministry to Alaska congregations and members, coach only
- Car rental in Alaska by ministers assigned and approved in advance by the GPNW Mission Center President to provide specific ministry to Alaska congregations and members
- Lodging in Alaska by ministers assigned and approved in advance by the GPNW Mission Center President to provide specific ministry to Alaska congregations and members

Non-Approved Expenses

- Food
- Event registration
- Other expenses not specified above

Travelers are encouraged to 1) network with destination members to arrange for housing and ground transportation; 2) find the best fares and rates possible; and, 3) share rooms and vehicles as much as possible and reasonable.

To receive reimbursement for the above covered expenses, send the following via mail, fax, or email to the Mission Center Financial Officer:

- A copy of all receipts
- A note explaining the purpose of the travel (event name and ministry to be provided/received)
- The name, address, phone number, and email address of the traveler
- The total amount of the reimbursement request