



**KAIROS Prison Ministry International Inc.  
Georgia Chapter**

## **Travel Expense Policy**

The purpose of this document is to establish uniform procedures for volunteers that travel on behalf of the ministry. In accordance with Kairos International Financial Policy, registration fees and travel expense for leaders or state representatives to attend AKT Training, board meetings and conferences are reimbursable expenses.

Remember that funds available to the ministry are limited and we must therefore find the least expensive means of travel available.

When you are required to travel on behalf of the ministry please follow the following guidelines:

1. Submit a statement of expense/reimbursement form approved by the Advisory Council Chairperson or State Committee Chairperson (depending on if they are traveling for the Advisory Council or the State).
2. Air Travel – only coach class allowed – volunteer must pay the difference if they wish to go first class.
3. Use of own auto – mileage expense reimbursed at .14 cents per mile.
4. Volunteers should car pool when possible.
5. Lodging – double room occupancy is encouraged –volunteer is encouraged to make a donation to their Advisory Council if they wish to stay in a single room.
6. Request for reimbursements must be made within 4 weeks after the conclusion of the trip.
7. The state at-large IC representative and state KPMI board members shall be reimbursed for national meeting expenses not covered by KPMI. The state chair and IC representatives shall be reimbursed (per Travel Policy allowances) for expenses attending Winter and Summer Meetings.
8. All exceptions to the above will be reviewed on a case by case basis and must be approved by the Georgia State Committee.

Approved By:

Kairos of Georgia Executive Committee  
September 13<sup>th</sup>, 2011

Amended (items 5&7) by State Chapter Committee  
January 25<sup>th</sup>, 2014