

## 2023 GSTS Reimbursement Guidelines (FMCUSA)

The following are reimbursement guidelines for Free Methodist Church USA participants in the Graduate Students Theological Seminar (GSTS).

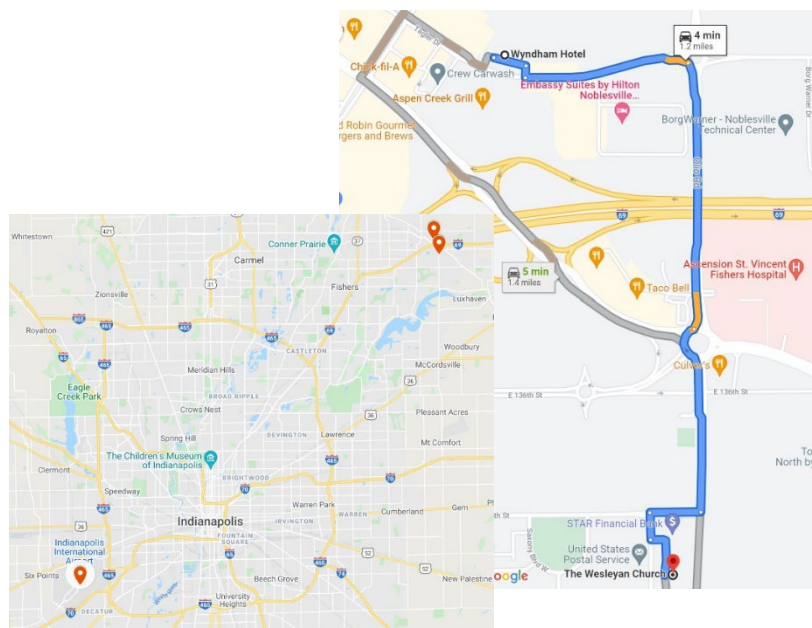
- Each person/group makes their own travel arrangements and submits the receipts per guidelines below.
- On-site food and lodging are covered by the FMCUSA budget for the length of the GSTS gathering.
  - On-site meals include: lunch Fri (12noon), dinner Fri PM, breakfast at hotel, snacks, box lunch Saturday (events ends Sat at 12noon).
  - FMC-USA covers cost for lodging Friday night for all FMC-USA students and up to two faculty per institution
  - Room cost is based on two occupants; if a student or faculty want their own room they pay \$53 on the [2023 registration form](#). If student or faculty are bringing a spouse who is not a student or faculty, they pay \$53 on the registration form.
  - If stay needs to be extended prior to or after Friday night, contact [credentialing@fmcusa.org](mailto:credentialing@fmcusa.org) to make arrangements on how cost for extra night/s will be covered.
- FMC-USA will pay for full cost of flight for students and ½ cost for up to two faculty per institution.
  - Flight arrangements and up-front expense will be assumed by students and faculty. Submit receipts to [credentialing@fmcusa.org](mailto:credentialing@fmcusa.org) **no later than April 12, 2023**.
  - Spouse and family flights are the responsibility of the institution or individual.
- There is no official event shuttle between airport and GSTS venue. We do encourage sharing of rides as able to coordinate. IF NEEDED, local transportation (Car Rental, Uber, Lyft, etc.) could be covered by FMC-USA. Submit receipts to [credentialing@fmcusa.org](mailto:credentialing@fmcusa.org) **no later than April 12, 2023**.
- All other expenses around the gathering are the responsibility of the student, faculty, or their institution.

### 2022 Venue Information

The Wesleyan Church Headquarters  
13300 Olio Road  
Fishers, Indiana 46037

Wyndham Hotel  
13500 Tegler Dr  
Noblesville, IN 46060

**Indianapolis International Airport**  
7800 Col. H. Weir Cook Memorial Dr.  
Indianapolis, IN 46241



## **PER FMCUSA FINANCE DEPARTMENT**

### **Expense Reports**

An **excel spreadsheet form** will be used to process the reimbursement. Please submit scanned PDFs or photos of **your receipts** for travel and ground transportation.

Expense Reports for charges paid for by Personnel should be submitted at least monthly but in no case longer than 60 days after the completion of travel. **Reimbursements not requested timely (within 60 days) are at risk of not being reimbursed.** This policy is part of an “Accountable Reimbursement Plan”, as defined by the IRS. To be in compliance, Expense Reports must include:

- The individual’s name
- An itemized list of all expenses for which reimbursement is requested
- The name and affiliation of each person for whom expenses were generated and the purpose of the expense
- The purpose of each item being purchased
- If reimbursement for travel is requested, the date, origin, destination and purpose of the trip, including a description of organization-related activities during the trip

### **Receipts**

Receipts are **required** for all expenditures billed to the FMCUSA. All such receipts must specify:

- The item or service purchased
- When it was purchased
- The amount paid
- Scan, photos and other electronic versions of receipts are acceptable substitutes for the original receipt

Anyone may occasionally misplace or not be able to get a required receipt. In such instances, if \$30 or less, mark item as lost on the expense report. If over \$30, a separate, signed statement by the claimant must be presented. It should indicate that the receipt was lost or unavailable and list the required information (as stated above). Frequent losses or other abuses may result in denial of future claims or forfeiture of FMCUSA credit card privileges.