



## TEXAS CONFERENCE OF SEVENTH-DAY ADVENTISTS

### TRAVEL RELATED GUIDELINES

Please follow these provided guidelines for your upcoming trip to Texas:

1. If booking an airfare, a car rental and/or a hotel, Texas Conference requests that you do so at least **15 DAYS prior to your trip**. This will ensure the best pricing available.
2. When renting a car
  - Please **DO NOT TAKE THE INSURANCE THAT IS OFFERED BY THE RENTAL CAR AGENCY. THE TEXAS CONFERENCE AUTO POLICY COVERS ALL RENTAL CARS FOR CONFERENCE BUSINESS.**
  - Please check **Hotwire.com** and/or **Priceline.com** to compare **AVIS** rental rates using **Corporate Code B501400**. Selecting a modest vehicle will also help reduce expenses.

### TRAVEL EXPENSE INFORMATION

1. Lodging while traveling to your assigned destination is based on a minimum of 500 miles of travel per day over the most direct route available.
2. When lodging
  - Please select a reasonably priced hotel
  - Sign and date the **Texas Hotel Occupancy Tax Exemption** form and present it to the hotel clerk upon check-in to be exempt from Texas hotel occupancy taxes. This form can be downloaded from [www.txsda.org](http://www.txsda.org). Once on the page, hover over Employees, click on Human Resources, scroll down to "Relocation Resources", click on the file name "**Tax Exemption (State Occupancy)**".
3. Up to three nights of lodging will be reimbursed for the interview trip.
4. Up to six nights of lodging will be reimbursed for the house hunting trip.
5. Per Diem is covered at \$50 per day if you are traveling alone and \$75 per day if you are traveling with your spouse.
6. Toll road expenses will be reimbursed. (Receipts will need to be provided.)



### REMEMBER

*Please be a good steward as you carefully plan your travel, always keeping in mind this is the Lord's work and all monetary provisions ultimately come from His bounty.*

TEXAS CONFERENCE OF SEVENTH-DAY ADVENTISTS

TRAVEL INFORMATION

NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

DATE OF TRAVEL \_\_\_\_\_ DESTINATION \_\_\_\_\_

NAME OF SPOUSE \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
*(if traveling with you) (only needed if Texas Conference will be purchasing airfare)*

PHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_  
*daytime evening*

**AIRFARE**

FROM *City Name* \_\_\_\_\_ TO *City Name* \_\_\_\_\_

FROM *Date* \_\_\_\_\_ TO *Date* \_\_\_\_\_

LEAVE *Time* \_\_\_\_\_ RETURN *Time* \_\_\_\_\_

WILL YOU NEED THE CONFERENCE TO PURCHASE THE AIRFARE? YES  NO

**CAR RENTAL**

DRIVERS NAME \_\_\_\_\_

FROM *Date* \_\_\_\_\_ TO *Date* \_\_\_\_\_

WILL YOU NEED THE CONFERENCE TO MAKE THE RENTAL RESERVATION\*? YES  NO   
*(\*The conference will make the rental reservation only. No payment will be made. Please be sure to take your own method of payment.)*

**HOTEL**

HOTEL *Name* \_\_\_\_\_ # of guests \_\_\_\_\_ Room Type  1 King  2 Doubles

HOTEL LOCATION *Address* \_\_\_\_\_

CHECK-IN *Date* \_\_\_\_\_ CHECK-OUT *Date* \_\_\_\_\_

MEETING LOCATION *Name* \_\_\_\_\_

MEETING LOCATION *Address* \_\_\_\_\_

REASON FOR TRAVEL \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ PHONE # \_\_\_\_\_  
*mobile number*

DATE REQUESTED \_\_\_\_\_

SIGNATURE \_\_\_\_\_

[ Please return this completed form to the Texas Conference Office of Human Resources prior to travel ]