



# THE TABERNACLE

LOVE GOD. LOVE PEOPLE. MAKE DISCIPLES.

## Inter-Campus Travel Policy June 2021

*Inter-Campus travel is defined as staff travel between the Buckley and Manistee Campuses. This monetary reimbursement is for traveling to the church campus that is not your primary campus.*

- Round trip reimbursement is \$25.00 per trip.
- To receive reimbursement, employees will be required to fill out the **Inter-Campus Travel Reimbursement** form. This can be done on a weekly, bi-weekly or monthly basis.
- When this form is complete, please turn it in to your Campus Administrator for processing.
- Reimbursement will be paid out directly through Bill.com. Once you submit your first **Inter-Campus Travel Reimbursement** form you will receive an email with information regarding setting up your account. If you do not wish to make an account with Bill.com, you will be mailed a check.
- You do not need to submit a reimbursement request with your **Inter-Campus Travel Reimbursement** form.
- The first time you submit your **Inter-Campus Travel Reimbursement** form please note that you will also need to provide both an email and mailing address.
- Questions regarding this policy may be directed to Beth Svec at [financedirector@thetabchurch.com](mailto:financedirector@thetabchurch.com).