

file - Budget -
INTEROFFICE

To: All Men Receiving Expense Reimbursement Date: January 16, 1974

Department:

Subject: Traveletter System

From: C. A. D. Staff Services

The new reimbursement system that was introduced to you in the December 18 Bulletin has been approved and will be in effect starting February 15. The amount of your Traveletter Authorization limit will be fixed by reviewing your expenses for the past six months and basing the final decision on your highest month.

All men with expense allotments now and any without expense allotments who are driving 500 or more non-fleet miles per month (according to records we have available to us) will be set up starting February 15. Others will be set up as the need is demonstrated. Any man who consistently needs to be reimbursed for \$25 or more per month is eligible to use this system and should contact his Regional Director.

Anyone who does qualify but is not included on the initial set up may be included by sending his request with supporting reasons to his Regional Director. The Traveletter Authorization should arrive one to two weeks after the Regional Director approves and notifies this office.

For those who will be starting with Traveletter in February: The first time you should cash a Travelorder Draft will be for your expenses for the period beginning February 16 and ending February 28. The last expense check we will mail to you will be for the period ending February 15.

As was noted in the Bulletin, we are going to ask for the return of the expense allotment. In order to facilitate the return of the permanent cash advance, we will deduct your allotment amount from the total of your expenses listed on your Monthly Expense Record of January 15 to February 15. If the amount of your expenses is more than your allotment amount, a check will be returned for the difference. If your expenses are less, please include a check payable to "Worldwide Church of God" for the difference. (If there are some extenuating circumstances, please let us know and a repayment schedule will be worked out.)

Also, you should change the reporting period to the first of the month through the last of the month. This is important since your Traveletter Authorization is for the calendar month. Your expense reporting will be as follows:

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An expense card for January 15 - February 15
An expense card for February 16 - February 28
An expense card for each calendar month thereafter.

Policies and procedures more fully explaining this new system will be sent soon. We are sure you will have no difficulty in adopting this new reimbursement system, but if you have any questions after receiving these materials, feel free to write concerning them.

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CONCEPT

The Traveletter system provides a convenient method of reimbursing ministers for travel and business expenses which are incurred for the corporation. There are a number of benefits which should be realized from this system. The plan and purpose for incorporating this system is explained by the following factors.

1. The expense reimbursement plan is sponsored by the Traveletter Corporation. It has rendered this service to industry for over 70 years. It is a well-established system and has proven its effectiveness.
2. Traveletter is the only professionally instituted corporate system for reimbursing traveling personnel. Its operation is very simple. Reimbursement is accomplished through a conditional sight draft provided and protected by the Traveletter Corporation. A letter of credit, called the Traveletter Authorization, is used in conjunction with the Travelorder Draft.
3. This program provides a means for the traveler to immediately reimburse himself, at his convenience, for expenses incurred. He can reimburse himself wherever he might be and as soon as he has completed his expense report.
4. The principal reason for adopting this system is to insure that delays in receipt of expense checks and the resulting inconvenience are eliminated. The minister can plan and execute his work more efficiently. The responsibility of the minister is to thoroughly understand and adhere to the procedures so Accounting and the Church Administration Division can both benefit to the maximum.
5. The system relieves the Accounting Department and the approving authority of the pressure to expedite expense reimbursement checks.
6. A less significant but important benefit is also realized by the Worldwide Church of God: The relatively high cost for clerical work, postage, stationery, etc., is reduced to a minimum.

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MATERIALS

1. (Traveletter Authorization): This is a letter of credit authorizing the minister to cash Travelorder Drafts up to a predetermined limit. It is a valuable instrument which the minister should retain in his wallet. This will be mailed to each minister under separate cover from the Travelorder Drafts since it will be unsigned until the minister receives it.
2. (Book of Travelorder Drafts): These should be kept in a safe place. Included with the drafts is a reorder card so the minister can replenish his supply when needed. This book should normally last about a year.
3. (Samples): Completed samples of the above two instruments are also provided. The last endorsement on the Traveletter Authorization corresponds to the attached Travelorder Draft. These are for guidance only.
4. (Traveletter Guide): This booklet contains a listing of those establishments other than commercial banks which have formal agreements with the Traveletter Corporation to cash their drafts. However, the minister may cash the draft anywhere he pleases so long as the payee is shown on the draft and the payee records the information on the Traveletter Authorization. This is the same principle as cashing regular checks from a personal checking account.

POLICY

The Traveletter system may be used by any employee who needs to consistently be reimbursed for \$25 or more per month.

Company policy as to allowable expenses is not affected in any way by this plan. It is the Regional Director's responsibility to review all expenditures and disallow improper charges, if any, on the minister's expense report.

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Under no circumstances may the Travelorder Draft be drawn for personal purposes. To do so would be considered misappropriation of company funds.

As is stated under the procedures, it is the minister's responsibility to send a monthly expense report to Headquarters. If anyone consistently fails to provide this necessary backup, the administration of the Worldwide Church of God reserves the right to revoke the Traveletter Authorization.

IMPLEMENTATION

When a man desires to be included on the Traveletter system, he should send his request to his Regional Director stating his needs. When the Regional Director approves the enrollment, he should send notification to C. A. D. Staff Services in writing giving the amount of the Traveletter limit. Implementation time will take about two weeks once this notification is given.

Alterations in the amount of a Traveletter Authorization limit should follow the same procedure as the initial enrollment.

The Accounting Department will check all expense reports for mathematical accuracy and notify the minister of any adjustments that might be necessary. Should Accounting notice an expenditure that might be questionable, they will communicate with the Regional Director and he will either notify the minister of any adjustments that will be necessary or clarify the minister's expenditure to Accounting.

PROCEDURE

Responsibility of

Action

Minister

1. Signs the Traveletter Authorization immediately upon receipt.

Note: Sign it exactly as your name appears in print.

2. Makes out the expense report in the usual manner during the week.
3. Prepares a Travelorder Draft (reimbursement check) at the end of

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the week for the exact amount of the total expenses for that week.

- Note:
- a. Cash only one draft per week. Employees being reimbursed for non-fleet mileage should cash only two drafts per month if the amount is \$50 or less.
 - b. If a month ends before a Wednesday, include the entire week on the next month's report. If the month ends on a Wednesday or later, the draft may be cashed and the expenses included on that month's reporting.
4. ALWAYS presents the Traveletter Authorization to the one who will cash the draft. The draft is worthless without it (Read the notations on the Travelorder Draft which refer to the Traveletter Authorization.)

Note: MAKE CERTAIN THAT WHOEVER CASHES THE DRAFT COMPLETELY FILLS OUT THE NEXT LINE ON THE AUTHORIZATION FORM. Under no circumstances are you ever to complete the endorsement on the Traveletter Authorization. It is your responsibility to be sure that the party cashing the draft fills out the Authorization form.

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5. Attaches the duplicate copy of the Travelorder Draft and supporting receipts to the top three copies of the expense record and sends these to Headquarters at the end of each month.

Note: Remember, the total of the drafts cashed during the month must equal the total on the Expense Record for that month. The only exception should be if the amount is over by \$10 (see Question #2 below). In all cases of differing amounts, please include a memo to explain the reason. For example, "My expenses were \$12.55 over the amount of drafts cashed. Please reimburse me for that amount."

Minister

6. Keeps the card copy for his records.

Accounting

7. Forwards the appropriate copies to the Regional Directors, Transportation and Church Administration Division Staff Services after the processing is completed.

TERMINOLOGY

1. **Traveletter Authorization number:** Put this on each draft. This number is found in the upper right hand corner of the Authorization. Please do not omit this; it positively identifies you.
2. **Date:** This is the date the draft is cashed.
3. **Location cashed:** City and state.
4. **Travelorder number:** This number corresponds to the order in which the drafts are cashed and is already stamped on the Travelorder Drafts. The record area of your Traveletter Authorization is the only record you will have of drafts cashed. (See #4 under Procedures).

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5. Name of the bank, hotel, store, etc., where the draft is cashed. NEVER make it payable to "cash." Occasionally a bank may require that the minister make the draft payable to himself; this is acceptable but should be a rare occurrence.
6. The dollar amount of the Travelorder Draft: Write this in words and numbers in the appropriate space.
7. Your signature: This should correspond to the signature on your Traveletter Authorization. Sign the draft in the presence of the party who will cash it.

QUESTIONS AND ANSWERS

1. Q. If I have a Traveletter Authorization for \$200 per month and my expenses in one month come to only \$170, can I draw up to \$230 the next month?

A. No. You can only draw up to \$200 in any one month. This is why the preparation of your monthly expense report must be kept current.
2. Q. If my expenses in one month are in excess of the limit on the Traveletter Authorization, how can I be reimbursed for the excess?

A. If the excess amount of your expenses is \$10 or under, hold the excess and add the amount to your next month's draft. If the excess amount is over \$10, we will send you a check for the difference owed to you (see #3.2.7.2).
3. Q. Can a Travelorder Draft be mailed to an individual's home-town bank?

A. This procedure is not generally recommended but if necessary it can be done. Make the draft payable to your bank for your account. For example: on the "Pay to the order of" line, you might show, "First National Bank for the account of John Jones." Contact your bank before starting this procedure.

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4. Q. Will it be necessary to prepare a separate expense report for conference and transfer expenses?
A. Yes.
5. Q. Is it necessary to return voided drafts?
A. Yes. All drafts spoiled in preparation or otherwise made useless must be returned to Accounting. It is important to do this so we can maintain proper control of the drafts.
6. Q. If I lose my Traveletter Authorization, what do I do?
A. Telephone or telegraph Accounting (Phone number: 213-577-5207). They will contact the Traveletter Corporation and obtain a duplicate.