

## Housing Reimbursement Guidelines

1. Please make sure that your Housing Reimbursement form reflects your Housing Bureau Reservation. Meaning, that if you have stayed in a room with another person(s), your reimbursement form should accurately reflect that.
2. Please include your receipt with your reimbursement form. If your receipt is not included, the form will not be accepted.
3. Youth EQ Members who stay in hotel rooms, other than the ones designated for youth EQ, will not receive a hotel reimbursement.
4. If an individual is staying with a clergy person and are asking for a reimbursement, they must present a paid receipt with their name on it showing that they've stayed in the room and made a payment towards their portion of the hotel room. Please indicate the clergy person that you have roomed with.
5. The Conference does not reimburse the sales tax that is incurred on the room. The reimbursement will not be more than 50% of the cost of the hotel and, depending on the hotel, will not be more than \$100.00 for 2 nights.

For example:

- a. *Crowne Plaza/Collegian/Sheraton/Marriott – Total reimbursement will be up to \$100.00 for two nights.*
  - b. *Any other hotel will be 50% of each night not to exceed \$50.00 per night.*
6. If the hotel room is being occupied by more than one person, who is not family, each person must obtain a paid receipt with their name on it and confirming payment. The reimbursement will be split between the individuals, showing payment, for the room.

For example:

- a. *If the cost of a room is \$100 per night, and only 1 eligible person stayed in the room, the total maximum reimbursement for that person would be **\$50** per night.*
  - b. *If the cost of a room is \$100 per night, and 2 eligible people stayed in the room, the total maximum reimbursement for each person would be **\$25** per night.*
  - c. *If the cost of a room is \$100 per night, and 3 eligible people stayed in the room, the total maximum reimbursement for each person would be **\$16.65** per night.*
  - d. *If the cost of a room is \$100 per night, and 4 eligible people stayed in the room, the total maximum reimbursement for each person would be **\$12.50** per night.*
7. If a clergy spouse or family member is staying in one room and paying with one credit card, that spouse or family member will receive one reimbursement, unless the room is being occupied by a clergy person whose church is paying for the room.

UPPER NEW YORK ANNUAL CONFERENCE OF THE UNITED METHODIST CHURCH

2022 ANNUAL CONFERENCE SESSION HOUSING REIMBURSEMENT REQUEST

**\*\*Deadline for Housing Reimbursement is Monday, July 11, 2022\*\***

The form **must be received at the Conference Office by 3pm on Monday, July 11, 2022**. You have approximately 4 weeks after this year's Annual Conference closes to send your receipt in for reimbursement.

**THERE WILL BE NO EXCEPTIONS MADE THIS YEAR**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_ Equalization Member: Choose One

Virtue of Office

DS - Selection

\_\_\_\_ Retired Clergy

\_\_\_\_ Disabled Clergy:

<u>Hotel Name</u>	<u>Dates of Stay</u>	<u>Number of Occupants</u>	<u>Amount of Reimbursement Requested</u>
	_____ _____ _____	____ Occupants stayed in the room.	\$ _____

**Account: 1-166-650-0000**

Total Reimbursement Request: \_\_\_\_\_

As an equalization member, retired clergy member, or clergy person on medical leave, I request reimbursement for the above housing costs related to the Upper New York Conference held. I understand that my reimbursement will be 50% of the cost, **not to exceed \$50/night prior to tax** (two-night maximum), and that the actual reimbursement amount will take into consideration the number of days stay and number of occupants. All **ORIGINAL PAID** receipts for this stay have been attached to this request. Send Requests and Receipts to UNYAC, Attention: Erica Wentworth, 7481 Henry Clay Blvd., Liverpool, NY 13088.

Payment Requested by: \_\_\_\_\_

Date: \_\_\_\_\_

*Signature of requestor*