

ITAG Internal Travel

Introduction: Living Our Connected Vision

As a church committed to "sharing our resources and gifts," we've developed these I-TAG (Inter-Campus Travel and Guest) guidelines to reflect both generosity and wise stewardship. We understand that creating discipleship communities across Australia requires practical support for those who serve across our locations.

It's impossible to create guidelines that cover every situation in our diverse context - from regional towns to coastal cities. That's why these guidelines aim to provide clarity while leaving room for Spirit-led generosity. As we live out being "locationally motivated, centrally supported," there may be times when a campus chooses to extend greater generosity than outlined here.

Who Do These Guidelines Serve?

These guidelines help us care for:

- Internal GC guests serving across our locations
- External guests who are part of our normal rostering system
- Immediate family members travelling with guests

They don't apply to:

- People choosing to travel to their home campus
- Special external guests (we have separate GC guest guidelines for them)
- Travel companions outside immediate family (guests cover these costs)

As we "build strong connections based on shared values," Lead Pastors will need to make room in their operations budgets for I-TAG expenses.

A Note About Senior Leadership- Our Senior and Executive Pastors, who carry broader oversight responsibilities, aren't expected to be hosted under these guidelines.

Supporting Those Who Serve

Fuel Support

Reflecting our value that "people matter," we provide practical support through:

1. Reimbursement at 20c/km, rounded up to nearest \$10
2. Fuel gift cards generated by the Office Administrator
 - Based on the preach roster and organised during the week leading into the preach event
 - For additional travel needs, email info@generocitychurch.com
3. Cost coverage:
 - Campus covers fuel when no accommodation needed
 - GC Fund covers fuel when accommodation is required as the Campus covers the accommodation costs

Creating Safe, Welcoming Spaces

When distance requires accommodation (over 2.5 hours one way):

- Offer and Arrange flights if necessary (with Executive/Senior Pastor approval)
- Offer accommodation for:
 - The night before a morning service, OR
 - The night after an evening service

For shorter journeys (under 2.5 hours), accommodation remains optional but may be offered in the spirit of generous hospitality.

Home Hosting with Care and Dignity

While there's no obligation to host in your home, some leaders may offer to do so. This choice rests with the host, and we trust our leaders to provide:

- A safe, private sleeping space away from unrelated children/youth that meets the guests needs
- Clean, functional bathroom facilities
- A private area for preparation
- A safe, climate-controlled environment

Think of it as providing the basics you'd expect from an airBnB - this helps us honor all people as bearers of God's image.

The guest may request private accommodation if they feel uncomfortable being hosted under the above guidelines.

The Process

Using the Preach Roster organised by the Executive Pastor, the Office Administrator will pre-arrange fuel vouchers. This is generally completed the Monday prior to any travel happening.

The hosting campus should reach out to the guest at least one week prior to their arrival to gather information about their requirements. If accommodation is required, the details should be discussed and suitable arrangements made by the hosting campus.

If a voucher has been missed, or there are special requests, or if vouchers are required for travel that has happened outside of the preach roster, please get in touch with the Office Administrator.

Living Out Generous Connection

These guidelines provide our framework, but we celebrate when hosts and guests develop meaningful relationships that lead to arrangements beyond these basics. This reflects how "we build strong connections based on shared values, responsibilities, and care for each other."

Remember:

- Home hosting is always voluntary and can be refused by the guest

- When hosting, you represent our church's heart for people
- If you can't meet the basic hosting requirements, alternative arrangements must be made available
- Guest companions beyond immediate family remain the guest's responsibility

As we work together to "create discipleship communities across Australia," these guidelines help us support one another practically while being good stewards of our resources. They enable us to live out our commitment to being "connected and accountable" as we serve God's kingdom purposes together.

Reimbursement Matrix for Current Locations

	Bathurst	Cobar	Coffs	Dubbo	Forbes	Kiama	Narromine	Parkes	Wagga	Orange	
Bathurst		484	687	199	175	317	227	156	320	58	K
		\$200	\$280	\$80	\$80	\$140	\$100	\$80	\$140	\$40	\$
Cobar	484		863	297	374	781	257	359	511	429	K
	\$200		\$360	\$120	\$160	\$320	\$120	\$160	\$220	\$180	\$
Coffs Harbour	687	863		608	762	670	648	728	973	745	K
	\$280	\$360		\$260	\$320	\$280	\$260	\$300	\$400	\$300	\$
Dubbo	199	297	608		153	474	40	120	402	151	K
	\$80	\$120	\$260		\$80	\$200	\$20	\$60	\$180	\$80	\$
Forbes	175	374	762	153		413	137	33	238	116	K
	\$80	\$160	\$320	\$80		\$180	\$60	\$20	\$100	\$60	\$
Kiama	317	781	670	474	413		503	429	393	333	K
	\$140	\$320	\$280	\$200	\$180		\$220	\$180	\$160	\$140	\$
Narromine	227	257	648	40	137	503		104	387	172	K
	\$100	\$120	\$260	\$20	\$60	\$220		\$60	\$160	\$80	\$

Park es	156	359	728	120	33	429	104		283	99	K
	\$80	\$160	\$300	\$60	\$20	\$180	\$60		\$120	\$40	\$
Wag ga Wag ga	320	511	973	402	238	393	387	283		321	K
	\$140	\$220	\$400	\$180	\$100	\$160	\$160	\$120		\$140	\$
Oran ge	58	429	745	151	116	333	172	99	321		K
	\$40	\$180	\$300	\$80	\$60	\$140	\$80	\$40	\$140		\$

Revision #3
Created 18 August 2025 16:38:07 by Info
Updated 21 August 2025 07:10:35 by Nathan Keenan