

#2.3

REIMBURSEMENT OF EXPENSES

PURPOSE: To ensure that all reimbursements for goods or services by Staff, Elders and other authorized Committee Members, have been properly authorized as outlined in Policy & Procedure #3.2 (Approval and Distribution of Funds).

APPLICATION: This Policy shall apply to all purchases of goods or services and all requests for reimbursement.

PROVISIONS:

1. Staff, Elders and authorized Committee Members shall attach the original vendor receipts to any signed and dated requests for reimbursement. Without proper documentation as required under IRS regulations, reimbursement will not be made.
2. The IRS Standard Business Mileage Rate shall be used to calculate reimbursements when a Staff Member drives his or her personal vehicle on Chapel by the Sea business.
3. Members of the congregation may request reimbursement for direct out-of-pocket expenses such as tolls and gasoline.

RESPONSIBILITY: It is the responsibility of the Office Administrator to ensure that all requests for reimbursement are properly documented and follow process outlined in Policy & Procedure #3.2 (Approval and Distribution of Funds).