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**Reimbursement Check Requests for Church Related Expense**

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**Policy**

The Church offers the privilege of reimbursement for church related expenditures made with personal funds.

**A. To Church Members (non-staff)**

**Scope**

This section applies to church members who are not members of the staff (Ministers and Church Administrator).

**General Requirements**

1. The appropriate Ministry Chair should be aware of purchases by church members prior to the purchase occurring.
2. If the proposed expenditure is not within the annual budget of the ministry team, the expenditure request should be communicated to the Chair of the Finance Ministry for pre-approval.
3. In order to be reimbursed, the church member must fill out a check request form and attach all original receipts or invoices to support the expenditure. As a general rule, church related mileage is not reimbursable to non-staff church members.
4. The Chair of the Ministry absorbing the charge must approve by signing the check request form. Reimbursements to a Ministry Chair must be approved on the form by the staff resource minister.
5. Reimbursements made from non-budgeted or restricted funds must be approved on the form by the Chair of the Finance Ministry.
6. The check request form must include a description and purpose of the expenditure and the date and amount of the expenditure. The Ministry or budget line item to be charged should also be indicated on the check request form if known.
7. Completed check request forms should be placed in the Bookkeeper folder in the office.
8. The bookkeeper will verify the completeness of the check request form and then issue a check payable to the requesting church member.

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**B. To Staff Members for Items NOT Purchased with the Church Charge Card**

**Scope**

This section applies to staff members (Ministers and Church Administrator)

**General Requirements**

1. Requests are presented via completion of the Staff Expense Report (“SER”).
2. Receipts for all purchases \$25 or greater must be included with the SER. Additional supporting documentation includes, at a minimum, the date; amount; a detailed description of the function, event, purpose or activity; and all hosted attendees’ names, if applicable. Receipts must be retained for seven (7) years.
3. Check requests charged against the minister’s professional business expense account must be approved in writing by the Senior Minister, or in the case of Senior Minister expenses, the Personnel Ministry Chair.
4. If the reimbursement is to be charged to a Ministry budget, the Ministry Chair must either sign the expense report or provide approval via e-mail to the staff member.
5. If the reimbursement is to be charged to a non-budgeted item in the operating budget, the Finance Ministry Chair should approve the form or provide e-mail approval to be attached to the form.
6. If the reimbursement is to be charged to a restricted funds account, the Finance Ministry Chair or Restricted Funds Designated Representative should approve the form or provide e-mail approval to be attached to the form.
7. Church-related mileage will be reimbursed at the IRS approved mileage rate.
8. Completed SER’s should be submitted to the Bookkeeper for reimbursement (by no later than the 25<sup>th</sup> of the month, if it also includes Charge Card payment documentation – refer to Charge Card Policy for further details).

The bookkeeper will verify the completeness of the SER and then issue a check payable to the requesting office staff member (for the non-related Charge Card portion).