

## Presbytery of the Redwoods

### Policy for Reimbursement of Volunteer Expenses

Approved by the Presbytery January 23, 2007

- I. Purpose: These policies and guidelines pertain to financial reimbursement of those individuals who are **not** employees of the Presbytery of the Redwoods (POR), its constituent parishes, or its camps, who expend funds on travel, meals and lodging while attending scheduled meetings of the POR and its constituted committees. The intent of these policies and guidelines is to allow attendance at POR Committee, Council, and Presbytery meetings by everyone willing to serve. An alternative to being reimbursed for mileage is to deduct the expense on personal tax returns.
- II. Procedure:
  - The person seeking reimbursement must receive prior approval from either the Stated Clerk or their committee chairperson. The committee chairperson or Stated Clerk must provide written approval to the bookkeeper or make note of the approval in the minutes of a committee meeting.
  - Reimbursement for meal and lodging expense requires advance approval from either the committee chair or the Stated Clerk **prior** to incurring the expense.
  - Reimbursement expenses must be submitted within 3 months of being incurred. All requests for reimbursement must be submitted in the year incurred.
  - Requests for reimbursement must be submitted on the form provided by the Stated Clerk, include receipts for all lodging and meal expense, and approved by the committee chair or Stated Clerk, as appropriate.
  - Customarily, the POR Bookkeeper will not write reimbursement checks for less than \$15. Although exceptions can be made, the Bookkeeper will hold requests for less than \$15.00 for up to one year or until the total submitted by an individual exceeds \$15.00 in a calendar year.
- III. Policy:
  - a. The mileage reimbursement rate is \$0.15 per mile. Reimbursement for mileage will start for miles driven after the first 50 miles per round trip per meeting. Exceptions can be made with prior approval by the committee chair or Stated Clerk to have the reimbursement start immediately at zero miles (and not after the first 50 miles).
  - b. Reimbursement for use of public transit, bus, rental car, shuttle, aircraft and other means of personal transport must be pre-approved by the Stated Clerk.
  - c. Lodging reimbursement may not exceed \$125 per night and is for room rental and room tax only. All telephone, entertainment and beverage charges must be excluded.
  - d. Meal reimbursement for breakfast and lunch may not exceed \$15 each including tax and tip, and \$30 including tax and tip for dinner. No alcoholic beverages may be included in the amounts for reimbursement.
  - e. Requests for reimbursement shall include only the expense related to the authorized individual attending the meeting, and shall not include expenses incurred by others even if those others attended the same meeting.
- IV. Summary: These guidelines are not applicable to Parish Pastors who have expense allowances in their terms of call. These guidelines are not applicable to attendance at conferences, conventions or training courses that occur either inside or outside the geographic boundaries of POR. Attendance at conferences, conventions, and training events is by invitation only, and reimbursable expenses related to attendance will be included in either the Mission or the Ecclesiastical budget item related to those events.