

Reimbursements

1. The church may reimburse church volunteers and staff for budgeted ministry related expenses.
2. Except in unusual circumstances purchases for which reimbursement will be sought should be authorized prior to the date of purchase by the staff member responsible for the ministry area in question.
3. The expenses must be approved by the staff member responsible for the ministry for whom the expense was incurred.
4. Reimbursement requests shall be completed by the staff member or volunteer requesting reimbursement and must follow the following protocol:
 - a. Each expense must have a corresponding receipt.
 - b. Receipts must be attached to a completed "Check Requisition Form" that shows the date of purchase, who is making the request, who is to be reimbursed, budget account to be charged, amount of purchase, description of purchase and whether or not the check is to be picked up or mailed.
 - c. In the event that a receipt is lost or missing the above form must be completed with an explanation of why the receipt is missing.
5. Reimbursements requests must be made within 60 days of the date of purchase or no later than the last day of the fiscal year in which the purchase was made whichever comes first. Reimbursements outside of these parameters shall be rare and shall require the approval of the Senior Pastor.

