

Policy 413 CHECK/REIMBURSEMENT REQUESTS FOR CHURCH RELATED EXPENSES

Requests for checks to individuals or businesses when the church was not invoiced directly or requests from individuals for reimbursement from the church are subject to the following requirements:

1. Requests are to be submitted on the official *Check/Reimbursement Request Form* and reimbursements must be claimed within six months of the expense.
2. Receipts or detailed mileage itemization must be attached for individual reimbursement, or a purchase order, registration or guest speaker information must be attached for a check.
3. An explanation of the purpose of the expense must be entered on the request form.
4. The request form must be signed by the person making the request, signifying that the request is accurate, and that the individual has not been previously reimbursed for any of the items listed.
5. The requests are to be approved and signed by a member of the Finance Cabinet (other than a treasurer). Individuals seeking reimbursement are not allowed to approve their own request.
 - a. It is the responsibility of the person approving the request to check that the request is accurate, reasonable, and appropriate.
 - b. If there is a question, the one approving the request should return the form to the requestor and ask for supporting documentation.
6. Check requests from paid staff require Supervisor/Senior Minister approval, but do not require a Finance Cabinet member's signature.
7. Check requests in excess of \$500 from staff or members require Finance Cabinet approval.
8. It is the responsibility of the Treasurer to disperse payment from the appropriate fund and account and to file the request with accompanying documentation. If the Treasurer has concerns about the request, he/she will bring the request to the Finance Cabinet for discussion before a check is issued.

Board adopted June 1, 2009

Board adopted revision, January 24, 2011

Revisions recommended by Finance Cabinet to map to Employee Handbook July 10th, 2023.

Adopted by the Board Oct 30, 2023