I. Initial Action Steps

A. Decide what expenses will be covered and then determine how much money the church will budget to cover these expenses. It is important to note, the budgeted amounts should be separate from a minister's/ employee's income.

B. Next, send notification of the new policy to all employees and instruct them to submit an Accountable Reimbursement Form within 60 days after expense was incurred. Receipts should be required for any purchased items over $75.00 according to IRS rules. PCA Churches may implement a policy that requires receipts for reimbursements less than $75.00. Mileage should also be tracked and reported on the form.

C. Lastly, reimbursement to ministers/employees should occur on the regular payroll cycle. If this is not administratively possible, it should occur at least once a month.

II. Implement the Accountable Reimbursement Policy

Have the Session or applicable committee approve the sample Accountable Reimbursement Policy listed below. It may need to be modified based on expenses that will be covered.

_____*(church name)*_____**(PCA) Accountable Reimbursement Plan**

_____*(church name)*_____(PCA) hereby establishes an accountable reimbursement plan for all ministers and employees. The following terms and conditions are intended to comply with all applicable tax rules.

_____*(church name)*_____(PCA) will reimburse only for ordinary, reasonable and necessary ministry-related business and professional expenses incurred by a minister or employee. Subject to budget limitations and the availability of funds, these expenses will include the following:

- Business use of a car, up to the current IRS standard business mileage rate,
- Business-related travel away from home: transportation, meals, parking, lodging and tolls on overnight trips;
- Expenses for meetings including General Assembly, Presbytery meetings, conferences and workshops;
- Expenses for continuing education including tuition and books;
- Subscriptions to journals and magazines, books and software related to the ministry;
- Entertainment expenses related to the ministry;
- Computers and cellphones if used for the convenience of the church and not the minister, and as a condition of employment for the minister.

The minister or employee will account for each allowable expense, in writing, at least every 60 days.Documentation will include the date, amount, place, business purpose and relationship of any person entertained for each ministry expense. A receipt will accompany the documentation where purchased items exceed $*(enter dollar amount $75.00 or less).*

Employee

Name: Rev. John Doe Department: Pastoral

Administrator: Joe Treasurer

SAMPLE

Date	Reason	Mileage	Allowance	Transport	Fuel	Lodging	Bkfst	Lunch	Dinner	Phone	Other	TOTAL
06/15/16	GENERAL ASSEMBLY	37	$ 20.54	$ 275.00	$ 15.00	$ 95.00	$ 5.25	$ 12.00	$ 22.00			$ 444.79
06/16/16	GENERAL ASSEMBLY		$ -			$ 95.00	$ 4.75	$ 6.75	$ 34.65			$ 141.15
06/17/16	GENERAL ASSEMBLY	37	$ 20.54	$ 75.00	$ 7.00	$ 95.00	$ 2.30					$ 199.84
			$ -									
06/20/16	DISCIPLING MEMBER	13	$ 7.22					$ 14.73			$ 4.50	$ 26.45
06/21/16	VISTATION (CARD)	6	$ 3.33									$ 3.33
			$ -									
06/25/16	EDUCATIONAL (BOOKS)		$ -								$ 46.25	$ 46.25
			$ -									
06/28/16	ADMINISTRATION (COMPUTER)		$ -								$ 473.96	$ 473.96
			$ -									
			$ -									
			$ -									
			$ -									
			$ -									
			$ -									
			$ -									
			$ -									
			$ -									
			$ -									
			$ -									
			$ 51.62	$ 350.00	$ 22.00	$ 285.00	$ 12.30	$ 33.48	$ 56.65		$ 524.71	
											TOTAL	$ 1,335.76

Approved

Joe Treasurer

Notes

2016 Mileage Rate $0.540

Date Submitted: 30-Jun-16

Signature: Rev. John Doe

Use separate line for each unique reason. Administrative and Entertainment charges require separate reasons and should be noted in the "Other" column. For advance bookings, include dat travel is to occur in the "Reason" column.

Submit to Administrator before the 15th of each month.