

## **FULL "ACCOUNTABLE" REIMBURSEMENT POLICY**

(monthly reimbursements)

1. Any employee now or hereafter employed by the Diocese shall be reimbursed for any ordinary and necessary business and professional expense incurred on behalf of the Diocese, if the following conditions are satisfied: (1)the expenses are reasonable in amount; (2)the employee documents the amount, time and place, business purpose, and business relationship of each such expense with the same kinds of documentary evidence as would be required to support a deduction of the expense on the employees federal income tax return; and (3)the employee documents such expenses by providing the Administrator with an accounting of such expenses, no less frequently than monthly. In no event will an expense be reimbursed if substantiated more than 60 days after the expense is paid or incurred by the employee.
2. Reimbursable business and professional expenses include local transportation, overnight travel (including lodging and meals), education, meeting expenses, expenses approved by Cabinet; and miscellaneous items as approved by the Bishop or Diocesan Administrator.
3. The Diocese shall not include in an employee's W-2 form the amount of any business or professional expense properly substantiated and reimbursed according to the preceding paragraph, and the employee should not report the amount of any such reimbursement as income on Form 1040.
4. Any diocesan reimbursement that exceeds the amount of business or professional expenses properly accounted for by an employee pursuant to this reimbursement policy must be returned to the diocesan office within 15 days after the associated expenses are paid or incurred by the employee, and shall not be retained by the employee.
5. If, for any reason, the diocesan reimbursements are less than the amount of business and professional expenses properly substantiated by an employee, the diocese will report no part of the reimbursements on the employees W-2, and the employee may deduct the unreimbursed expenses as allowed by law.
6. Under no circumstances will the church reimburse an employee for business or professional expenses incurred on behalf of the diocese that are not properly substantiated according to this policy. Cabinet and staff understand that this requirement is necessary to prevent our reimbursement plan from being classified as a "non accountable" plan.
7. All receipts and other documentary evidence used by an employee to substantiate the business nature and amount of his business and professional expense incurred on behalf of the diocese shall be retained by the diocese.
8. Employee travel is reimbursed at \$.545/mile.  
Volunteer travel is reimbursed at \$.14/mile.
9. Receipts must be attached which include date, purpose, amount and business relationship of those entertained.