



EMPLOYEE/MEMBER REIMBURSEMENT REQUEST

Date ___/___/___

Pay to: _____

Account Name	Account Number	Amount
*PLEASE ATTACH ALL RECEIPTS AND SUPPORTING DOCUMENTATION	TOTAL	

REASON FOR DISBURSEMENT

I certify that the above information is accurate and complete

Requester Signature

Approved by

Handling Instructions (check one)

Mail Check

Hold Check in Office

Return Check to Requester



ACCOUNTS PAYABLE REIMBURSEMENT/ADVANCE PROCEDURES

Mileage Reimbursement

- Submit DETAILED map showing the distance driven. The current IRS rate for 2018 is \$.545/mile.
- Submit authority approved **POB-Reimbursement Request** with date, amount, account number and handling instructions. Please allow TWO WEEK turnaround.

Travel/Meal Reimbursement

- Submit DETAILED original receipt for reimbursement.
- Meal reimbursement cannot include alcoholic beverages, taxes on alcoholic beverages or tips on alcoholic beverages.
- Meal gratuity shall not exceed 20%. Reasonable tips for bellhops, cab service, etc. is allowable.
- Submit itemized hotel bill showing zero balance.
- Submit car rental receipts (not agreements).
- Reimbursement for the cost of official functions for a spouse/guest are not allowable without prior written approval of the General Presbyter.
- Submit authority approved **POB-Reimbursement Request** with date, amount, account number and handling instructions. Please allow TWO WEEK turnaround.

Other Reimbursement

- Submit DETAILED original receipt for reimbursement.
- Submit authority approved **POB-Reimbursement Request** with date, amount, account number and handling instructions. Please allow TWO WEEK turnaround.

Employee/Member Advance

- **MUST** be approved by the General Presbyter.
- Used for extraordinary or rare events/circumstances (overseas travel, emergencies, etc.).
- Only available in large denominations (\$3,000.00 and over)
- Submit DETAILED original receipts.
- Return unused monetary portion of advance at conclusion of purpose/activity.
- **Failure to return an advance and/or receipts will result in said Employee/Member receiving an IRS Form 1099 at year end. NO EXCEPTIONS.**