

PRESBYTERY OF BALTIMORE
EXPENSE & REIMBURSEMENT POLICY

The purpose of this policy is to provide assistance to persons who must travel long distances in order to serve as volunteers for Presbytery Committees and Commissions whose budgets include funds set aside for expense reimbursements.

It shall be the policy of the Presbytery of Baltimore that expenses for meals, mileage and lodging shall be reimbursed according to the following standards:

- I. **Meal Reimbursements:** The Presbytery will reimburse for meal expenses incurred while engaged in official Presbytery business out of town, or when attendance at committee or commission meetings (not to include Presbytery Gatherings) requires a Presbyter's presence at a location more than 50 miles from home. It is the policy of the Presbytery not to pay for alcoholic beverages. **Requests for meal reimbursements** should be submitted on a Presbytery reimbursement form, signed by the Commission or Committee Chairperson, accompanied by either: (1) Detailed receipt of meals so as to verify no alcohol; or: (2) Summary receipt that shows total with tip.
- II. **Mileage Reimbursements:** The Presbytery will reimburse Teaching Elders for mileage incurred when traveling to a Presbytery committee or commission meeting more than 50 miles one way. Reimbursement will be paid on the total round trip mileage beginning with the 101st mile. **The IRS sets rates for the new year in December.** Before you submit, please confirm the new rate each year either in Tidings, at www.irs.gov, or by calling into the Presbytery office. **Requests for mileage reimbursement must be submitted on a Presbytery reimbursement form**, signed by the Commission or Committee Chairperson, **and must be accompanied by receipts documenting all reimbursement requests.** This includes gas (rate & # of gallons), tolls and parking. In the case of mileage, you must provide the # of miles with a navigational hardcopy such as MapQuest or Google Maps. Teaching Elders should submit mileage requests based on the mileage between their office and the location of the meeting.
- III. **Lodging Reimbursements:** When approved ahead of time, Presbytery will reimburse lodging for out of town business at the double occupancy rate of an approved hotel or motel (or one-half of the lodging charged for single occupancy). **Requests for lodging reimbursements** must be submitted on a **Presbytery reimbursement form**, signed by the Commission or Committee Chairperson, accompanied by a detailed receipt.
- IV. **Timely submittals:** Requests for reimbursement must be submitted within 60 days of the occurrence of any expense.

ADOPTED: APRIL 2017