

ACCOUNTABLE REIMBURSEMENT POLICY

The following resolution is hereby adopted by the church council of _____
UMC . It will be effective for the calendar year ____ and all future years unless specifically
revoked or superseded.

The church pastor (or other employee(s)) will be reimbursed for ordinary and
necessary business expenses incurred in the performance of his or her responsibilities
when he/she substantiates the amount, business purpose, date, and place of the
expense.

This substantiation must be provided to the chair of the SPRC (or church trea-
surer) within sixty (60) days of incurring the expense. The individual must return to the
church any amounts received in excess of the substantiated expenses within one hun-
dred twenty (120) days of receipt.

The church will not report any properly substantiated reimbursement payments
as income on any Form W-2.

Chair, Church Council

SPRC Chairperson

Treasurer

Pastor/Staff Person

Secretary

(The church may wish to designate certain items which it elects to have covered by this
policy, such as travel, continuing education, attendance at annual conference, books,
subscriptions, work supplies, vestments, etc. There may be a cap or dollar amount on
the total reimbursable business expenses that will be paid, for example: "The
reimbursement amount shall be no more than \$_____." The church may also
want to require pre-approvals by the treasurer or SPRC chair of business expenses in
excess of \$500 (or any other amount deemed appropriate). These additional require-
ments should be included in the policy.)

*This is a sample of an accountable reimbursement policy. The specifics of each policy should be
reviewed by each church and minister considering their specific concerns. If legal or tax advice is
required, the services of a competent professional advisor should be sought.*