

# Reimbursement Policy

The church may reimburse pastors, staff and select members for expenses incurred as a result of church business matters, for items purchased for church use, for all ordinary and necessary expenses required for the exercise of the ministry, and for work within and on behalf of the church. However, only expenses approved and properly substantiated according to this guideline will be reimbursed. Therefore the following guidelines must be followed when submitting reimbursement forms:

*(Please initial to the left of the guidelines where indicated and sign at the bottom.)*



- \_\_\_\_\_  All purchases require prior approval from the appropriate project/ministry leader. Leaders must stay within their approved budget amount when making or authorizing purchases.
- All fields on the reimbursement form must be completed. A current address should be given if the church does not have it on record or if it is not correct in the current COFBC Church Directory.
- Specify the department or event for which the purchase is being made (e.g. Praise ministry, Media ministry, Children's ministry, Men's ministry, Women's ministry, Marriage ministry, Missions/Outreach, Administration, etc).
- After filling out the reimbursement form, the item(s) and expected amount to be spent must receive approval from the project/ministry coordinator, a designated member of the finance team, and the church administrator; their signatures must be obtained *prior* to making any purchases. A person may not approve or sign his/her own reimbursement form.
- If necessary due to time constraints, written communication (via email or text) with one of the above members indicating approval of the specific item(s) and expected amount(s) may serve in place of a signature. A record of this *prior* approval must be printed out and attached to the reimbursement form at the time of submission.
- The listed amount approved for the described item is the *maximum* amount for which a reimbursement check will be issued. If the purchaser is having any issues with staying under that amount, they need to discuss this with the ministry leader. If revisions to the budget and/or new reimbursement forms are determined to be necessary, this should be completed *before* any purchases are made.
- Reimbursements shall be made only for the amount actually spent. In no event shall a reimbursement be issued for an amount greater than the actual expense incurred.
- \_\_\_\_\_  The COFBC Tax exempt certificate *must* be used for all purchases. If you choose not to use it, any taxes accrued will not be reimbursed by COFBC. Should extenuating circumstances arise in which the vendor/store does not accept tax exempt status, exceptions may be made.
- Any and all original receipts as well as any written approval communication must be attached to the back of the reimbursement form. Incomplete forms/receipts will slow down the processing of the reimbursement and may cause a request for reimbursement to be denied. Photocopies of receipts will not be accepted.
- Any items for personal use should be purchased separately and not included on the same receipt.
- Reimbursement forms should be submitted no more than 30 days after any particular expense is incurred. Failure to do so may result in delay or denial of reimbursement.
- \_\_\_\_\_  All reimbursements will be issued in the form of a check. If necessary, depending on the requested amount, reimbursements may be made in installments.
- If the church has paid for equipment and or items through the reimbursement policy, the equipment or other property will belong solely to Community of Faith Bible Church.

Under this reimbursement policy, the church will not report reimbursed amounts as taxable income on any Form W-2 or Form 1099 wage statement issued. Additionally, the person receiving the reimbursement should not report reimbursed amounts as income on Form 1040 and should not claim the expense submitted for reimbursement as expense deductions on Form 2106.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Thank you for serving Him!  
And thank you for helping us to be good stewards of the resources God has allotted to us!***