

St. Mark's Orthodox Church Expense Reimbursement Policy

1. Expense Reimbursement Policy

- a. Employees - In the course of your duties as an employee of St. Mark's Orthodox Church, you may be required to pay for goods/services that allow you to do your job. Any eligible expenses that you incur on behalf of St. Mark's Orthodox Church will be reimbursed in full.
- b. Parishioners and Non-Employees – Any parishioner or non-employee of St. Mark's Orthodox Church shall obtain approval from the Parish Council **prior** to incurring any expense on behalf of St. Mark's Orthodox Church for which the parishioner or non-employee would like reimbursement. If it is an emergency, contact the Rector or the Parish Council President for tacit approval (with full Parish Council approval pending) **prior** to incurring any expense for emergencies.

2. Eligible Expenses

- a. Employees - St. Mark's Orthodox Church will reimburse employees for all eligible expenses, including but not limited to:
 - Travel for business purposes
 - Conference fees
 - Accommodations while attending meetings, conferences, etc.
 - Office supplies
 - Professional certification/membership fees.

There are certain expenses that St. Mark's Orthodox Church will not be held responsible for, including but not limited to:

- Lost personal property
 - Baggage Insurance
 - Parking tickets, fines and traffic violations
 - Other non-work-related expenses
- b. Parishioners and Non-Employees – Each request for **prior** approval of an expense will be submitted for consideration by the Parish Council. If in its sole discretion, such expense is determined to be necessary and reasonable, procurement and reimbursement will be approved, and reimbursement will be capped at the amount approved. Any expense that does not have pre-approval will not be reimbursed.

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Each request for prior approval will include the parishioner's or non-employee's name, description of the items to be purchased, purpose or use of such items and the cost.

3. Procedure

- a. In order to ensure that you are reimbursed for work-related and/or pre-approved expenses, follow these steps:
 - Always keep original receipts or invoices and submit them as soon as possible but no later than 30 days from the date incurred.
 - Complete, sign and affix all applicable original receipts or invoices to the appropriate form. Employees will use the Employee Reimbursement Form (FRM-001) and Parishioners and Non-Employees will use the Reimbursement Request Form (FRM-002). Copies of these forms are attached.
 - Submit the form and original receipts or invoices to the Treasurer.
- b. All reimbursement records are subject to audit by the auditors of St. Mark's Orthodox Church.
- c. Any questions should be referred to a member of the Parish Council.

St. Mark's Orthodox Church

Employee Expense Form

Name: _____

Date Submitted: _____

| Expense Date | Expense Description | Mileage ¹ | Expense Amount |
|---------------|---------------------|----------------------|----------------|
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| | | | |
| | | | |
| | | | |
| Total: | | | |

Signature: _____

Approved: _____

Date: _____

Reimbursement Payment/Check # _____

¹ Mileage reimbursed at current year Federal rate
FRM-001

St. Mark's Orthodox Church

Reimbursement Request Form

Notes:

1. *Attach all original receipts or invoices*
2. *Expenses that were pre-approved will be reimbursed immediately; expenses that are not pre-approved will not be reimbursed. Refer to the Expense Reimbursement Policy for further information.*

Name: _____

Date Submitted: _____

| Date Purchased | Description | Purpose | Cost |
|----------------|-------------|---------|------|
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| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total: | | | |

Signature: _____

Approved by: _____

Date: _____

Reimbursement Payment/Check # _____