

Expense Reimbursement Policy-Recomnd Holy Spirit Lutheran Church

This document supersedes any and all previously dated documents of the same title and intent

	Required? Y or N	Date
Approved by Council	Y	4/17/2013
Approved by Congregation	N	
Approved by Synod	N	
Date Effective	-	5/1/2013

Expense Reimbursement

Described here are the guidelines and process for being reimbursed for allowable expenses. Every attempt is made to process the request as quickly as possible. Please allow for 2-3 weeks for reimbursement.

Guidelines

1. Complete the HSLC Reimbursement form (HSLC-Reimburse.doc)
 - a. Please be sure to sign and date the form
 - b. Fill in the budget item or the ministry effected
2. Receipts are required for all reimbursable expenses over \$25.00
3. All requests must be received within 60 days of the expense. (IRS rule)
4. Please have the ministry chair or council Liaison sign the reimbursement form.
5. Place all forms and receipts in the Treasurers box located in the office.

Note: If you do not wish to be reimbursed, you may select “Annual Giving” box on the form and the amount will be added to your annual giving report.