



Presbyterian Church (USA) Guidelines for Expense Reimbursement

Meal Reimbursement:

- Reimbursement requests for meals must be accompanied by the original, itemized receipt, along with a credit card receipt (the credit card summary alone will not be accepted for reimbursement). Please list names of those for whom you purchase food in the comments section on the reimbursement form.
- Requests for meals en route to and from a meeting are eligible for reimbursement. Additionally, participants are expected to eat meals provided by the program/meeting and may not claim reimbursement for a separate meal.

Travel Reimbursement:

- Air travel for national gatherings must be arranged through the PC(USA) travel portal. Air travel not arranged through this portal will generally not be reimbursable.
- Rental cars must be approved by program staff prior to an event. Car upgrades and extras (GPS systems, additional insurance, satellite radio, surcharges for a hybrid vehicle, etc.) will not be reimbursed.
- Mileage (for driving personal cars) will be reimbursed at the current IRS rate up to 300 miles each way.

General Reimbursement:

- Generally, a spouse's expenses are not reimbursed.
- Personal items are not reimbursed, including over-the-counter medications, toiletries, magazines, etc.
- Pet boarding expenses are not reimbursed.
- There are limited funds available for child care reimbursement in special circumstances. Reimbursement for child care must be approved by program staff prior to the event and is subject to PC(USA) guidelines.

Please contact Cheri Harper or Karen Russell with any questions.

Karen karen.russell@pcusa.org (502) 569-5401

Cheri cheri.harper@pcusa.org (502) 569-5234

Remit to:
Presbyterian Church (U.S.A.)
Attn: Cheri Harper, Room M005A
100 Witherspoon Street
Louisville, KY 40202

**PRESBYTERIAN CHURCH (USA)
TRAVEL EXPENSE REPORT (2014)**

Mail Direct _____
Direct Deposit _____
Ext _____

| | |
|---|--|
| Name _____ Address _____ _____ _____ Phone _____ Email _____ | Traveler's Signature/Date _____ Authorizing Signature/Date _____ Purpose of Trip <u>Company of New Pastors</u> Meeting Location _____ Dates of Trip _____ Sponsoring Entity <u>Theology, Worship, & Education</u> |
|---|--|

Your authorizing signature indicates the backup documentation is appropriate and supports the release of funds.

| Location | Date | | | | | | | | | | | TOTAL |
|------------------|------|--|--|--|--|--|--|--|--|--|--|-------|
| Breakfast | | | | | | | | | | | | |
| Lunch | | | | | | | | | | | | |
| Dinner | | | | | | | | | | | | |
| Hospitality | | | | | | | | | | | | |
| Total | | | | | | | | | | | | |
| Lodging | | | | | | | | | | | | |
| Airfare | | | | | | | | | | | | |
| Taxi/Shuttle/Bus | | | | | | | | | | | | |
| Parking & Tolls | | | | | | | | | | | | |
| Mileage @ 0.56 | | | | | | | | | | | | |
| Miles driven | | | | | | | | | | | | |
| Car Rental | | | | | | | | | | | | |
| Miscellaneous | | | | | | | | | | | | |
| TOTALS | | | | | | | | | | | | |

List names & business purpose for expenses of others and explain miscellaneous expenses.

| Date | Amount | | |
|------|--------|--|------------------|
| | | | ** (1) Country |
| | | | ** (2) Empl ID |
| | | | ** (3) Committee |

| Account Distribution | | | | | | | | FOR OFFICE USE ONLY | | | |
|----------------------|----------|---------|--------|-----------|-----------|-------|---------|---------------------|-------------|--|--|
| Entity | Director | Program | Office | Objective | Acct Code | Class | Project | Amount | Description | | |
| 10 | 30 | 21 | 163 | 00 | | 3 | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

| | |
|---|---|
| Total Expenses _____ | Less: Cash Advanced by Church _____ |
| Less: Funds (given as Donation to the Church) _____ | Refund Due Me/(Refund Due the Church) _____ |

Please remit to: Presbyterian Church (U.S.A.), Cheri Harper - Room M005A, 100 Witherspoon St, Louisville, KY 40202
All receipts must be attached, including itemized for meals.