

Woven Covenant Church

Accountable Reimbursement Policy

Last updated: September 23, 2015

Policy Statement

The Expense Reimbursement Policy is intended to assure fair, consistent, equitable, and prudent use of Woven Covenant Church funds. It is Woven's policy to only reimburse and provide payment for legitimate, ordinary, necessary and reasonable expenses with a business purpose, incurred solely for the benefit of the paying entity. All expenses must relate to Woven activities, ministries or in the performance of services or duties on behalf of Woven. Items, equipment, or property purchased by Woven through the accountable reimbursement policy belongs to Woven.

Process Objectives

The objectives of the Expenses Reimbursement Policy are to:

- Maximize cost control and operational efficiency
- Ensure expenses are driven by the approved budget
- Encourage good stewardship
- Ensure a timely reimbursement of out-of-pocket expenses

Reimbursement Request Procedure

- Expenses incurred in connection with Woven activities will be reimbursed to the individual on the basis of actual expense incurred and accompanied by the required receipt/invoice. Employees and volunteers are expected to exercise prudent judgment regarding expenses covered by the policy.
- Woven staff and ministry volunteers are responsible for complying with this policy. Submitting expenses that are not in compliance with this policy risk partial, delayed or forfeited reimbursement.
- If submitting an expense reimbursement form via email, the respective ministry team lead should be copied.
- Documentary evidence (e.g. receipt, invoice or other supporting documents) must be presented with itemized expenditures. If audited, without proper substantiation, reimbursements could be considered income. All reimbursement requests must be submitted to the appropriate ministry lead or staff member within **60 days** of purchase. While original receipts showing the amounts paid are recommended for all expenses submitted for reimbursement, they are **required for all expenses greater than \$25**.
- Excess reimbursements must be returned within **120 days**.
- Reimbursements cannot be made by reducing a Woven staff member's salary.
- Woven's Finance Officer or Treasurer will issue a reimbursement check within 2 weeks or as soon as possible for all approved expenses reports received.

Cash Advances

- Woven recognizes that some incidental expenses cannot be paid by credit card and ministry volunteers may not have the ability to charge or have cash to pay for expenses as needed. Cash advances (\$250 limit) can be submitted for approval to the Leadership Team.

- One week's notice of the need for the cash must be given to the Leadership Team in order to secure funds from the bank.
- The cash advance must be approved in a manner that is consistent with the above Approvals procedures. Generally, no subsequent advance will be made available if the accounting for a previous cash advance has not been completed.
- If the cash advance exceeds the amount of business expenses substantiated, excess must be returned within a reasonable time of the date incurred or paid (30 days)

Debit/Credit Cards

- Debit and credit cards issued in the name of Woven Covenant Church, which include but are not limited to Visa and MasterCard will be provided to employees and members as needed. Cards issued in the name of Woven Covenant Church are a privilege and must not be used for personal expenses.
- Employees, staff, and ministry team leaders are expected to submit credit card receipts and present them to the Finance Officer and/or Treasurer within two weeks of purchase to avoid late fees and interest charges.

Travel Arrangements

The mode of transportation chosen should enable staff or ministry volunteers to conveniently meet scheduled appointments by balancing convenience, cost and time spent in traveling.

Air Travel

- All employees are expected to travel economy class. Personal frequent flyer miles may be used to upgrade travel class; however, no reimbursement will be made and no contribution recorded on behalf of the employee for the business use of frequent flyer credits.
- Travelers are encouraged to book at least 7-14 days in advance to minimize costs.
- Only the minimum requisite travel will be reimbursed (i.e. no additional flights other than direct arrival and return with necessary stopovers) unless alternative arrangements have been approved.
- If purchased with a seat sale ticket, cancellation insurance is also eligible for reimbursement. A voucher is required. Volunteers will be responsible for air fare/air penalty for non-use of the ticket if they cancel of their own volition.

Automotive

- **Airport Taxis/Shuttle:** Taxi fare or shuttle service between the airport and meeting, conference or retreat site or hotel will be reimbursed.
- **Taxi:** Taxi fares required for travel during conference or retreats are reimbursed.
- **Personal Vehicle:** When car travel is the most suitable mode of transportation, one may use his/her own car and be reimbursed at a rate currently approved by Woven upon completion of a Miles Log and Reimbursement Form.
 - The mileage rate will be reviewed and amended as required each year.
 - Carrying automotive liability insurance is the responsibility of the travelers. It is the responsibility of the travelers to inform the insurance company that they use the personal car for business purposes.
 - Reimbursement for vehicle travel is limited to conducting Woven business, attending training, meetings, conferences and/or retreats.
- **Car Rental:** Car rentals will be reimbursed in non-routine travel situations. Such instances include:
 - Taxi/Limousine service is not available or cost effective.

- Location of the meeting, conference or retreat is not easily accessible via public transportation from a major airport.
- Large quantities or materials are being delivered to a meeting location by the traveler.
- In instances where it is more economical than to use other means of transportation.

It is expected that reservations will be made for a compact vehicle, depending on the type of travel. For group travel, such as a youth retreat, a commercial van is recommended.

Vehicles are expected to be refueled prior to returning them to the rental agency in order to avoid their excessive price for gasoline. **Do not use the prepaid gas option.**

Other Expenses

All parking and toll claims when vehicle travel has been authorized will be reimbursed when accompanied by original receipts. Costs for parking tickets and speeding violations will not be considered.

Lodging

Reasonable accommodation expenses will be reimbursed for staff and ministry leads for overnight training, meetings, conference and/or retreats that have had pre-approval and fit within budgetary guidelines.

- Prudent judgment should be used when selecting a hotel. A single room with a private bath in a moderately priced business class hotel or motel is Woven standard.
- Reimbursement for suites for single occupancy or luxury accommodations requires written permission by the Leadership Team prior to booking the lodging.
- If two persons, one of whom is not on Woven business (spouse, friend, etc.), occupy a double room, only the single rate may be reimbursed.
- If the room is required to be cancelled, it is advisable to request and retain a cancellation number as documentation of the transaction. "No-show" charges will be the responsibility of the cancelling party.

Meals

Reasonable meal expenses while traveling for staff and/or ministry leads on pre-approved training, meetings, conference and/or retreats will be reimbursed.

Telephone, Fax, Photocopies and Printing

Actual out-of-pocket expense for telephone calls and facsimiles while used for Woven business off-site during trips, training, meetings, conference and/or retreats will be reimbursed.

Non-reimbursable Expenses

Entertainment expenses, room mini-bar, spa charges, laundry services, in-room movies and/or games, phone and copy charges not for Woven use, intra-city transportation not necessary for Woven business, and any other personal or non-Woven expenses should be excluded from reimbursement requests.

Reasonable meal expenses while traveling for staff and/or ministry leads on pre-approved training, meetings, conference and/or retreats will be reimbursed.

Policy Exceptions

Generally, any exception to this policy must have the prior written approval of the Leadership Team. Requests for exceptions should document extenuating circumstances; exception may be made after the fact. However, payment by Woven will not be made without the approval of the Leadership Team.