



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 at the meal 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 and may not claim reimbursement for a separate meal.

Travel Reimbursement:

- Air travel must be arranged through the PC(USA) travel portal. Air travel not arranged through this portal will generally not be reimbursable.
- Reasonable baggage fees will be reimbursed for multi-day meetings. Excess baggage fees will not be reimbursed.
- Rental cars must be approved by program staff prior to an event. Car upgrades and extras (GPS systems, additional insurance, satellite radio, 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 Reimbursements:

- Generally, a spouse's expenses are not reimbursed.
- Personal items are not reimbursed, including over-the-counter medications, toiletries, 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 Karen Russell or Catherine Reuning with any questions.

Karen – Karen.Russell@pcusa.org – (502) 569-5401

Catherine – Catherine.Reuning@pcusa.org – (502) 569-5732

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

Mail Direct _____
Direct Deposit _____
Ext _____

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

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

Location	Date	Amount	Mileage	Miles	Lodging	Airfare	Taxi/Bus	Parking	Tolls	Mileage @ 0.555	Miles driven	Car Rental	Miscellaneous	TOTAL
Breakfast														
Lunch														
Dinner														
Hospitality														
Total														
Lodging														
Airfare														
Taxi/Shuttle/Bus														
Parking & Tolls														
Mileage @ 0.555														
Miles driven														
Car Rental														
Miscellaneous														
TOTALS														

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

Date	Amount	Description	** (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	LIL163		
10	30	21	163	00		3	LIL163		
10	30	21	163	00		3	LIL163		
10	30	21	163	00		3	LIL163		
10	30	21	163	00		3	LIL163		

Total Expenses _____
Less: Funds (given as Donation to the Church) _____

Less: Cash Advanced by Church _____
Refund Due Me/(Refund Due the Church) _____

Please remit to: Presbyterian Church (U.S.A.), Catherine Reuning Rm M042A, 100 Witherspoon St, Louisville, KY 40202

All receipts must be attached, including itemized for meals.