**United Christian Church (UCC)**

**EXPENSE REIMBURSEMENT POLICY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*When an employee or UCC member incurs expenses on behalf of UCC, the church has a “Reimbursement Policy” regarding such situations. UCC Internal controls and budgeting processes guide this policy. Please read and comply with the following procedures.*

1. Prior to incurring any expense, you should first contact the appropriate staff member or appropriate committee chair to receive a verbal, email, text, or written approval before proceeding with the intended expense.
2. All receipts\* must be submitted with a completed “Expense Reimbursement Form.”

***\* Note: For accuracy, please keep transactions on behalf of UCC separate from personal expenses.*** *(i.e. If you are purchasing both personal and church supplies at a store, at time of checkout please make two separate transactions so you have two separate receipts. This also facilitates using our tax exempt status properly.)*

1. All expense forms must be signed and dated, indicating approval and/or authorization by the appropriate staff member or appropriate committee chair.
2. Completed expense forms with accompanying receipt(s) are to be placed in the office mailbox of the UCC Bookkeeper, located in the church offices, as soon as possible.
3. Reimbursement checks will be processed within 10-14 days of receipt by the bookkeeper.
4. Reimbursement checks will be mailed to the person submitting the expense form and receipts, unless specific written instructions are on the reimbursement request.
5. Expense forms and receipts must be submitted to the Bookkeeper within sixty (60) days of the receipt date being submitted.\*\* Expense reimbursements should be submitted in the same calendar year as the date of the receipt. Our budgeting and reporting to the congregation relies on timely, accurate, and complete information.

***\*\* Expense forms & receipts over 60 days old will not be processed.***

1. The Treasurer and/or Finance Committee reserves the right to deny any expense reimbursements that are deemed to be inappropriate, or not for church purposes. As previously stated, it is required to seek approval (verbal or written) prior to incurring an expense.
2. Failure to follow these procedures may result in a delay or denial of reimbursement.