

EXPENSE REIMBURSEMENT POLICY - UPDATE AND HIGHLIGHTS

REFERENCE: EMPLOYEE HANDBOOK - TRAINING AND TRAVEL EXPENSES POLICY

Travel & Entertainment Expense Reimbursement:

- Travel and Entertainment Expense Report form (attached) must be used.
- Required documentation:
 - Receipts for all expenses
 - Date and location of expense
 - Business/Church purpose of expense
 - Parties/participants in attendance
- When there are multiple employees in attendance, the senior most participant is required to pay the bill.
- Manager or Supervisor approval is required for all reimbursement requests.

Personal Expenses Are Not Reimbursable

- Examples of personal expenses include:
 - Fast-Pass or Bridge Toll expenses incurred during normal commute to work
 - Internet Access or Usage Fees, unless previously approved by CFO or Vicar for Administration
 - Movies, laundry, reading materials and other personal expenses incurred during travel

Mileage Reimbursement:

- Mileage Reimbursement & Related Expenses Worksheet (attached as a separate document) required.
- Business/Church mileage is required to be reduced by normal commute mileage prior to submission.
- Parking and Bridge Toll expenses must be directly related to Business/Church travel.
- Receipts for Parking and Bridge Tolls should be included, if available.

Use of Corporate Credit Card:

- A Signed Card Holder agreement is required to be on file with the Chancery Finance Department.
- Required to be used for Business/Church purposes only.
- Expenses must be submitted per the guidelines of our WellsOne card. If there are questions on this, please contact Kathy Brooks.
- No Recurring or Automatic charges are allowed without prior approval from the Controller; if allowed, receipts are still required to be submitted.

Approval and Pre-Approval of Expenses:

- Check Requests – Require Department Head or Supervisor approval.
- Computer Equipment/Software purchases – Require Pre-Approval by Department Head or Supervisor AND Diana Powell (to be charged to individuals department).
- Legal Fees – Require Pre-Approval by Larry Jannuzzi, General Counsel.
- Agreements/Contracts – Require: 1) Department Head or Supervisor approval, 2) Pre-Approval by Larry Jannuzzi, General Counsel, and 3) must be signed by Larry Jannuzzi or ADSF Attorney-In-Fact.
- Non-Budgeted Capital Outlay – Requires Pre-Approval by Department Head or Supervisor AND Joe Passarello, CFO.

CHECK REQUEST PROCEDURES/PROCESSING – UPDATE AND HIGHLIGHTS

- Check Requests (see Check Request form attached as separate document) are required to include: 1) proper supporting documentation, 2) proper departmental coding (3-digit) and expense account (4-digit) coding and 3) proper approval(s):
 - Supporting documentation to include the original invoice or other original documentation that includes the name of the payee, the amount due, and a description of the goods or services provided
 - Supporting documentation for reimbursement requests to include the appropriate form (e.g., Expense Report, Mileage) and/or pertinent receipts
 - Department and expense account coding should correspond with the nature of the expense and, preferably, where the expense was budgeted.

- If an expense arises that was not budgeted, the expense should still be charged to the most appropriate department and expense account.
- Even if an expense or reimbursement is budgeted in your department, the nature and extent of the expense should be consistent with our responsibility as Church stewards
- Check Requests should be approved by the Department Head(s) or Supervisor(s) that corresponds to the department code(s) used on the Check Request.
- The cut-off for submission of Check Requests to the Finance Department is noon on Thursday, in order to be included in Monday's check run.
 - Our intent is to pay invoices by the due date reflected on the invoice, typically no earlier than 30 days from invoice date.
 - Requests for reimbursement will be processed when received.
 - Please submit Check Requests timely, so that late fees or finance charges are not incurred.
 - Check Requests submitted early, will be held until their due date.
- Checks are typically "cut" every Monday, but not available for mailing or delivery/pick-up until Thursday, due to time needed for check processing.
 - Payees within the building will receive their check via inter-office mail.
 - Except for special situations, the Finance Department will mail all checks directly to vendors and service providers.
 - If you require an enclosure to be mailed with the check, please attach it to the Check Request with a paperclip
- The IRS requires we maintain a W-9 Form for every vendor to whom we pay for services. Accordingly, please have this form filled out by the vendor prior to submitting your check request. A copy can be obtained from our A/P clerk.
- Starting this fiscal year, we will send out a list of new vendors every four to six weeks, so that you can keep your templates updated.

QUESTIONS?

- Any questions concerning the Expense Reimbursement Policy or Check Requests should be directed to your departmental Finance Partner or Mary Connolly; Controller.