



THE PRESBYTERY OF
LOS RANCHOS

Presbytery of Los Ranchos Expense Reimbursement Policy 2020

In order to fulfill our responsibility for vouchered reimbursable expenses while attending conference or otherwise performing or representing Presbytery business, we are herewith providing the requirements for reporting such expenses that are approved by the Presbytery of Los Ranchos and in compliance with IRS policies.

1. Original receipts for all purchases are preferred; however, scanned copies of original receipts will be accepted for reimbursement requests.
2. Receipts must include itemized information on all purchases, including meal purchases in restaurants. Credit card receipts with totals only, will not be accepted for reimbursement.
3. The following types of purchases are not allowed for reimbursement:
 - Alcoholic beverages or tobacco products
 - Rentals (other than short-term vehicles and equipment)
 - Capital equipment and upgrades over \$500
 - Construction, renovation/installation
 - Items or services on term contracts
 - Maintenance agreements
 - Purchases involving trade-in of ministry property
 - Telephones, related equipment, or services
 - Personal Medical expenses
 - In Hotel room Pay per View movies and mini-bar
 - Airfare other than economy class. Business Class upgrade must be pre-approved.
4. Rental car cost and gasoline are reimbursable with the following guidelines. If the rental agency charges a premium fee for gasoline, the car should be filled up with gas before it is returned to avoid exorbitant fuel charges. The rented car should be “full-size” or less. Any extra charges due to an oversized car must be paid by the staff / elected person. Purchasing additional rental vehicle insurance offered by the car rental company is not advised and will not be reimbursed if the renter chooses to purchase the coverage. The Presbytery has ample insurance coverage for this type of rental.
5. Please use the official PLR check request form for all reimbursement requests, whenever possible. A request by email and/or written letter request including original receipts will be honored if all requirements listed above are met. If you do not have a copy of this form, please request one from Kathy Long, Business Manager or Debbie Haley, Executive Assistant. The completed form, with supporting documents, may be scanned and emailed to Debbie or Kathy, or faxed to the presbytery office (714-956-1940 fax).
6. If you have any questions about the approval of any incurred expenses, please contact Kathy Long at klong@losranchos.org phone 714-956-3691 X123, or Debbie Haley at dhaley@losranchos.org phone 714-956-3691 X110.