

Policy & Procedure #016

Revised January 14 2008

Reimbursement for Out of Pocket Expenses

History and Rationale

Bethel Bible Chapel has many volunteers doing a variety of jobs. Occasionally this may involve either billing some purchases to Bethel Bible Chapel and/or paying for some items. Bethel Bible Chapel is thankful for the work put into keeping our building, grounds and ministries functioning well but also recognizes the need to have a clearly defined policy for the reimbursement of these expenses. Most building, grounds and ministry expenses are approved by the Business Committee prior to the expense occurring. The business meeting encourages and recommends this method as it allows Bethel Bible Chapel to better monitor and budget for extra-ordinary expenses. This policy will address both those expenses and how to deal with bills that do not have prior approval.

How to submit a bill to the treasurer for payment.

When an expense has occurred (either a bill or receipt) as soon as possible forward a copy to the treasurer with the following information:

1. What ministry or event the item is for.
2. Approval of the ministry leader under that event.
3. A clear indication of who is to be reimbursed for the expense.

The treasurer will endeavor to reimburse the individual within a reasonable time (30 days). However, based on the information provided, he may find it necessary to wait either for a monthly business meeting or run the expense by the elders prior to reimbursement.