

**REIMBURSEMENT POLICY**  
Reimbursement Policy and Procedures

**BETHESDA BAPTIST CHURCH**  
Carrollton, Georgia

## REIMBURSEMENT POLICY

### Exercise of Rights

In accordance with IRS regulations 1.162-17 and 1.274-5T(f), Bethesda Baptist Church has established a reimbursement policy for all ministers and employees with the following terms and conditions:

- The church will reimburse only reasonable ministry-related business expenses incurred by a minister or employee. Subject to budget limitations, such expenses will include:
  - Business use of automobile, up to the current IRS standard mileage rate.
  - Business travel expenses away from home.
  - Convention conference and workshop expenses.
  - Educational expenses, if otherwise qualified as an itemized deduction and within the IRS limits.
  - Subscriptions, books, and tapes, if related to ministry or employment.
  - Entertainment/hospitality expenses, if business connection requirement is met.
  - Cell phone charges if the cell phone is **required by the church**.
- The minister or employee will account for each allowable expense in writing at least every 60 days. Documentation will include the amount, date, place, and business purpose and business relationship of each expense. A receipt will accompany the documentation.
- The minister or employee will return advances that exceed actual business expenses within 120 days.

Under this accountable arrangement, the church **will not report reimbursed** amounts as taxable income on the minister's or employee's W-2. The minister or employee **should not report** reimbursed amounts as income or deduct reimbursed expenses on Form 1040.

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