



Mileage Reimbursement Policy for NCCTK Employees

Purpose:

This policy establishes guidelines for reimbursing church employees who use their personal vehicles for approved, work-related travel. The goal is to ensure fair compensation for the use of personal vehicles while maintaining proper documentation and adherence to IRS regulations.

Please note: Ideally the use of church vehicles is always our preference.

Eligibility for Reimbursement

1. **Work-Related Travel:** Employees may be reimbursed for mileage incurred while conducting approved church business. Examples of reimbursable travel include:
 - Attending off-site ministry events.
 - Visiting church members, hospitals, or care facilities.
 - Traveling to off-site meetings, conferences, or training.
 - Errands directly related to church operations (e.g., picking up supplies).
 2. **Non-Reimbursable Travel:**
 - Commuting between an employee's home and the church office.
 - Personal errands or detours during work-related travel.
 - Travel not pre-approved by your supervisor and HR.
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Reimbursement Rate

- The reimbursement rate will be based on the current IRS standard mileage rate, which is updated annually. This rate covers fuel, maintenance, insurance, and depreciation of the vehicle.
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Procedure for Reimbursement

1. **Pre-Approval:**

- Employees will need to seek pre-approval from their supervisor for trips outside regular duties (e.g., conferences or long-distance travel).
 - 2. Mileage Tracking:
 - Employees must either print a mileage map so we can maintain accurate records of mileage. The map should include:
 - Date of travel.
 - Starting point and destination.
 - Purpose of the trip.
 - Total miles driven.
 - 3. Submitting a Reimbursement Request:
 - Mileage reimbursement requests must be submitted using the church's approved expense reimbursement tool.
 - The request should include:
 - The mileage map.
 - The total mileage driven.
 - The applicable reimbursement rate.
 - The total reimbursement amount being requested.
 - Requests should be submitted no later than the 20th of the month to be included in that month's expense report.
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Approval and Payment

- Reimbursement requests will be reviewed and approved by the employee's supervisor and the church bookkeeper. Once approved, the reimbursement will be processed and paid within 7 business days.
 - The church reserves the right to deny reimbursement for incomplete requests or travel that does not meet the criteria outlined in this policy.
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Policy Review and Updates

This policy will be reviewed annually to ensure compliance with IRS regulations and to update the mileage rate as needed.

Acknowledgment

I acknowledge that I have read and understand the Church Mileage Reimbursement Policy. I agree to adhere to its guidelines and procedures when requesting mileage reimbursement.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____ **HR:** _____