

## TRAVEL AND OUT-OF-POCKET EXPENSE REIMBURSEMENTS

An approved expense report is to be submitted to the parish or school office for reimbursement of travel and out-of-pocket business expenses. Mileage is to be reimbursed using an IRS accountable method at the IRS approved rate or other approved rate recommended by the Archdiocese.

To be an accountable method the following information pertaining to business in-town and day travel expenses is to be provided on the Mileage and Meal Expense Report:

- Date of the expenditure
- Mileage and/or Meals\* amount
- Business purpose of the expenditure
- Travel destination

To be an accountable method the following information pertaining to business out-of-town and overnight travel expense is to be provided on the Conference/Meeting Travel Expense Report:

- Dates of the conference/meeting
- Conference/meeting title and purpose
- Conference/meeting location
- Business expense items (lodging, meals, transportation items, entertainment\*, mileage on personal vehicle, miscellaneous\*\*)

\*Details of guests, business purpose and location must be provided.

\*\*Details must be provided.

Detailed receipts to substantiate business expenses must be submitted; credit card receipts are not acceptable. Business mileage reimbursement for the use of employees' personal vehicle is to be made at the approved archdiocesan rate. All expense reports are to be approved in writing by the individual's supervisor or the pastor; no one may approve their own expense report.

Please refer to the Priests' Compensation Manual for reimbursement of official (work related) mileage for priests of the Archdiocese or those having assignments in the Archdiocese. An accountable method (explained above) for mileage must be used.

Two forms, the Expense Report for Conference/Meeting Travel and the Expense Report for Mileage and Meal Reimbursement, are provided in *Appendix-Personnel Sample Forms/Reports*.