

ROLCC will reimburse its employees for the cost of using their personal automobile for Church business that is properly authorized, reasonable, and appropriately documented. This policy applies to all employees of ROLCC, both pastoral and non-pastoral. Part-time employees who work less than 32 hours per week need to receive pre-approval from their supervisor prior to the trip. ROLCC will reimburse employees at the current Internal Revenue Service issued standard mileage rate. The business mileage rate covers all costs of operating the vehicle including gasoline, insurance, maintenance and repairs. Receipts for toll and parking fees are reimbursed separately and are not included in the business mileage rate.

Business mileage expenses are incurred when an employee drives for church-related purposes beyond one's normal commute between ROLCC and home. These expenses are distinct from travel expenses, which are defined as business-related travel beyond a 60-mile radius from ROLCC. Commuting expenses are defined as the costs of commuting between home and the regular place of work, and do not count as business mileage expenses. Trips taken between an employee's home and ROLCC are never reimbursable, regardless of the day of the week or the number of commutes made within one day.

Only business mileage driven above and beyond one's normal commute distance between home and church is reimbursable. Whenever possible, employees are strongly encouraged to carpool with other church employees when driving to the same location.

The purpose of this policy is to assist Church employees to properly file reimbursement of business mileage expenses, and to ensure that the Church's financial operation is in full compliance with IRS regulations.

I. To qualify as a business mileage expense reimbursement

The following requirements must be fulfilled:

1. The mileage should result from **job-related Church business**.
2. The mileage should not be driven while traveling out-of-town (i.e. outside of a 60-mile radius from ROLCC).
3. The mileage should not be driven for commutes between one's home and ROLCC.

Any transportation expense which fails to meet all of the above criteria can only be treated as a **personal** or **social** expense. *Personal or social expenses will not qualify as a business expense and will not be reimbursed.*

II. To apply for mileage reimbursement

1. Log mileage for each trip within a given month on the *Mileage Reimbursement Form*. Include sufficient information documenting the date, the business purpose, the location(s) and the mileage.
2. At the end of the month, acquire an approval signature on the *Mileage Reimbursement Form* from your immediate supervisor.
3. Fill out a *Check Request Form*. Turn in both forms by the 15th of the following month.

Mileage reimbursement will be forfeited if not submitted by the fifteenth of the following month, except in the case of extenuating circumstances (i.e. vacations, illness, etc.).

III. Guidelines for filing check requests for mileage reimbursement

The following cases have been put together as guidelines to help employees file business mileage check requests:

Case A. A church staff leaves from ROLCC to go to a store to purchase church supplies and then returns to ROLCC. These trips between church and a second business location are business-related. Transportation expenses incurred in making such trips may be reimbursed as business mileage expenses.

Case B. A church staff leaves from home to attend a work-related training conference located 50 miles away, and then returns directly home after the conference. The normal commute distance from home to church is 20 miles one way. The total reimbursable mileage would be calculated as 100 miles (round trip to the conference) minus 40 miles (usual round-trip commute), which equals 60 miles total.

Case C. A pastor leaves work early one afternoon to visit a church member in a local hospital, after which he drives home. The cost of driving to ROLCC from home in the morning represents non-reimbursable commuting. The pastor may be reimbursed for additional miles driven to/from the hospital that exceed the normal commute distance home. Example: The distance between church and home is 10 miles. The total distance from the church to the hospital and then to home is 15 miles. Only the difference is reimbursable, which in this case would be: 15 miles minus the normal 10 mile commute, which equals 5 miles.

Case D. A pastor drives to perform a funeral or wedding for someone who is not a member of ROLCC or one of its daughter churches. This type of mileage is not reimbursable.