

Community United Methodist Church (CUMC)

Reimbursement Policy

Approved: February 2024 by the Leadership Team

CUMC has a responsibility to manage and report monthly costs in a timely manner. Costs incurred by any person or groups, including CUMC faith based groups, are to comply with this policy in regards to the pre-approval and reimbursement of costs. Any deviation from this policy may result in denial of reimbursement.

- 1.) Any person or group, including any group within CUMC, planning to incur costs for reimbursement must obtain pre-approval from either the appropriate staff member, group leader or event coordinator.
- 2.) Pre-approved amounts are not to be exceeded. Should a cost be higher than anticipated, contact the approver prior to incurring the cost to verify whether sufficient funds are available.
- 3.) Keep a printed copy of all receipts to support your request for reimbursement. If you don't have a receipt, or documented support of the cost incurred, your request may be denied.
- 4.) Submit receipts to the treasurer for reimbursement and notify the person who approved reimbursement of the funds. This is so the approver knows you have incurred the cost, you have initiated the reimbursement process, and allows them to update the pre-approved budget with the actual amount spent.
- 5.) Reimbursement requests shall be submitted in the same month they are incurred. Holding a receipt after the end of the month may result in denial of reimbursement. If you require an exception to this timeline, discuss with the treasurer and/or the person who authorized your reimbursement request prior to the end of the month.

Appropriate staff member, group leaders or coordinators:

- 1) It is the responsibility of the appropriate staff member, group leaders or coordinators to contact and verify with the treasurer that funds are available prior to approving any reimbursable cost requests. This can be accomplished by obtaining a pre-approved budget amount from the treasurer on larger projects or on a case by case basis.
- 2) Once a pre-approved budget is established, reimbursement of costs may be approved if the pre-approved budget is not exceeded.
- 3) Recurring expenses can be discussed with the treasurer so that a pre-approved annual budget can be established, however costs incurred should be submitted during the

month they are incurred. This allows CUMC to accurately recognize costs incurred by the month.

- 4) When a request for reimbursement is within the budget and going to be approved, the appropriate staff member, group leaders or coordinators, are to provide the requestor a not-to-exceed amount. This amount may be changed however the pre-approved budget is not to be exceeded. Contact the treasurer if additional funds are needed.
- 5) It is the responsibility of the appropriate staff member, group leaders or coordinators to monitor and stay within the pre-approved budget. This can be accomplished by tracking all pre-approved expenses.
- 6) The appropriate staff member, group leaders or coordinators should remind those with pre-approved amounts to submit incurred costs as soon as possible during the month that they are incurred. You may be asked if all costs you have approved have been submitted for reimbursement, or if the pre-approved budget amount can be reduced for use in other areas.