



BEREAN BAPTIST CHURCH  
Fayetteville, NC 28314

## Mileage Reimbursement Policy

The IRS requires that when you submit a request for reimbursement you include the date, destination, start and stop odometer reading, and a description of the purpose for the miles. Even though the IRS may deem certain trips and/or activities allowable, the church also has the right to set limitations to what is and what is not covered. The reimbursement rate set by the IRS each year is a maximum that can be used without reporting the income on your annual W-2, but the church has the option of paying less than the official IRS rate. With this in mind, the following policy has been set for the pastoral staff of Berean Baptist Church.

### Ineligible expenses:

1. Regular Outreach visitation miles will not be considered.
2. Trips over 100 miles one way will be reimbursed for fuel expenses only, not by mileage.

### Eligible expenses:

1. Hospital visits, emergency visits, visitation outside of your regular Outreach visitation time, and other church business miles are eligible.
2. Miles will be reimbursed at \$0.50 per mile, not to exceed 500 miles per month, and at the discretion of the finance department.
3. Records of the mileage must be kept and turned in for reimbursement consideration. Please use the following format when submitting miles:

<u>Date</u>	<u>Beginning Miles</u>	<u>Ending Miles</u>	<u>Total</u>	<u>Purpose/Destination</u>
7/20/2006	94321	94329	8 Mi	Visit Ms Jones in hospital
7/20/2006	94329	94332	3 Mi	Pick up supplies at Staples
7/21/2006	94345	94353	8 Mi	Visit Ms Smith at home

4. Trips over 100 miles one way will be reimbursed from fuel receipts only.