

## ACCOUNTABLE REIMBURSEMENT POLICY

The following resolution was duly adopted by the board of directors of the Unitarian Universalist Church of Saint Petersburg ("the Church") at a regularly scheduled meeting held on Oct. 14, 2009, a quorum being present.

The Church hereby adopts an accountable expense reimbursement policy upon the following terms and conditions.

- 1. Adequate accounting for reimbursed expenses/** Any employee (as defined below) nor or hereafter employed by the Church shall be reimbursed for any ordinary and necessary business and professional expenses incurred on behalf of the Church, if the following conditions are satisfied: (1)the expenses are reasonable in amount; (2)the employee documents the amount, date, place (for transportation, travel, and entertainment expenses), business purpose and, for entertainment expenses., the business relationship of the person or persons entertained, of each such expenses with the same kind of documentary evidence as would be required to support a deduction of the expense on the employee's federal tax return; and (3)the employee substantiates such expenses by providing the Church treasurer with an accounting of such expenses no less frequently than monthly ( in no event will and expense be reimbursed if substantiated more than 60 days after the expenses is paid or incurred by an employee). Examples of reasonable business expenses include local transportation, overnight travel (including lodging and meals), entertainment, books and subscriptions, education, vestments, business use of a cell phone, and professional dues. Under no circumstances will the Church reimburse an employee for business or professional expenses incurred on behalf of the Church that are not substantiated according to the policy. Church and staff understand that this requirement is necessary to prevent the Church's reimbursement plan from being classified as a nonaccountable plan. The Church agrees to reimburse employees up to the budgets amount of \$4,401 under this policy for each employee in 2009.
- 2. Excess reimbursements.** Any Church reimbursement that exceeds the amount of business or professional expenses properly accounted for by an employee pursuant to this policy must be returned to the Church within 120 days after the associated expenses are paid or incurred by the employee and shall not be retained by the employee.
- 3. Tax Reporting/** The Church shall not include in an employee's W-2 form the amount of any business or professional expenses properly substantiated and reimbursed according to this policy, and the employee should not report the amount of such reimbursement as income on Form 1040 W-2.
- 4. Retention of records.** All receipts and other documentary evidence used by an employee to substantiate business and professional expenses reimbursed under this policy shall be retained by the Church.
- 5. Employees.** For the purposes of this policy the term "employee shall include the following persons: Jim Culver and Alec Craig.

Attest: \_\_\_\_\_  
Clerk of the Board