

PRESBYTERY OF ELIZABETH
POLICY ON TRAVEL EXPENSE REIMBURSEMENT FOR COMMISSIONERS AND
INDIVIDUALS ON UNITS, COMMITTEES, COMMISSIONS AND TASK FORCES
 (Does not apply to paid staff or to guests from outside presbytery bounds)

The Book of Order (G.90308 - 2005-2007) states:

“The expenses of elders and ministers of the Word and Sacrament attending governing bodies ordinarily shall be defrayed either by the governing body which elects them or by that which they are attending, to the extent of the expenses incurred within the bounds of that governing body. The General Assembly shall pay the expenses of commissioners who are elected by the presbyteries to attend the meetings of the General Assembly. Per capita funds may be used by each governing body to pay such expenses.”

Note also that the Synod of the Northeast by policy pays the expenses of commissioners and other resource persons to Assemblies, and also pays the expenses of individuals attending Council and Committees.

Note that the Presbytery of Elizabeth is geographically compact, and that the maximum distance between churches in the presbytery is 48 miles (Pittstown to Greystone). No event within the bounds of the Presbytery of Elizabeth would require an overnight stay, so expenses are generally limited to mileage, parking and tolls. Furthermore, childcare is provided at presbytery meetings.

The Presbytery of Elizabeth therefore implements the following expense reimbursement policy:

1. **Attendance at Stated Meetings of Presbytery:**
 - a) Sessions shall be responsible for the expenses of commissioners and pastors.
 - b) Presbytery shall be responsible for the expense of members-at-large, both elders and ministers of the Word and Sacrament, if attendance is not possible without reimbursement and the reimbursement is approved in advance by Council.
 - c) Reimbursement shall not be available to members residing outside the bounds of the Presbytery of Elizabeth.
2. **Attendance at meetings of Council, Units, Committees, Commissions and Task Groups:**
 - a) Presbytery shall be responsible for the expenses of persons authorized to serve on these bodies, if attendance is not possible without reimbursement and if:
 - i) the reimbursement is approved in advance by the chairperson or moderator of body, and
 - ii) the expense is provided for in the budget of that body.
 - b) Reimbursement is available to members-at-large, both elders and ministers of the Word and Sacrament, living both within and without the bounds of the Presbytery of Elizabeth, but is limited to mileage, parking and tolls only.
 - c) This section applies to Installation and Ordination Commissions, and to the Moderator and Vice-moderator attending other special services (such as anniversary celebrations and building dedications) as representatives of the presbytery.
 - d) This section also applies to Administrative Commissions and Committee on Ministry with respect to activities required to fulfill responsibilities involving meetings with individuals and churches.

3. **Attendance at optional activities:**
 - a) This section applies to educational and training activities (such as Extravaganza) sponsored by the Presbytery of Elizabeth, services of installation and ordination, dedication and celebration except as described in 2.c) above.
 - b) Expenses incurred with respect to these activities are not reimbursable.
4. **Expenses Reimbursed:**
 - a) Actual mileage will be reimbursed at specified Internal Revenue Code rate for volunteer service, which is .14 per mile for 2007.
 - b) Actual parking and tolls will be reimbursed.
 - c) Individuals may be reimbursed for other expenses, provided that
 - i) the reimbursement is approved in advance by the chairperson or moderator of body, and
 - ii) the expense is provided for in the budget of that body.
 - d) Actual expenses only will be reimbursed.
 - e) Examples of other reimbursable expenses include, but are not limited to:
 - i) Telephone, including conference calls
 - ii) Postage
 - iii) Copying
 - iv) Meeting supplies
 - v) Hospitality expenses for meetings
 - vi) Childcare expenses if attendance at an event described in 2) is not possible without reimbursement. Such reimbursement is limited to the actual expense incurred subject to a maximum of \$15 per hour. A receipt or cancelled check is required.
 - f) Original receipts are required whenever practical.
5. **Requests for reimbursement**
 - a) Authorized requests for reimbursement will be processed within 30 days of receipt
 - b) Requests for reimbursement shall be on the form attached.
 - c) Requests must be signed by the requestor and chair/moderator of the appropriate body, except in the case of a request from the chair/moderator, which shall be authorized by the Council chair
 - d) Requests from the Council chair must be authorized by vote of the Council.
6. **Exceptions to this policy shall be referred to Council**
7. **This policy in effect upon adoption by the presbytery.**

First Reading – May 22, 2007

Second Reading and Adoption – June 26, 2007