

GUIDELINES FOR MILEAGE REIMBURSEMENT
FOR THE COMMITTEE ON MINISTRY
Approved by Presbytery Council May 19, 2004

A layperson of this committee may request mileage reimbursement to visit a church in the Presbytery for the purpose of conducting the business of the committee. The following conditions must apply:

1. The committee chair must approve the visitation and his or her signature should appear on the reimbursement form.
2. The mileage allowance must be part of the committee's budget and show as a line item in their budget.
3. An explanation of the visit needs to be on the reimbursement form.
4. The mileage allowance for the year 2004 will be \$0.25 per mile. This allowance will be reviewed the latter part of each year during the budget process to determine what rate will apply for the following year.
5. If a visitation other than a church visit is deemed necessary, mileage reimbursement may apply if the committee chair approves and authorizes the visitation.

Ministers may also receive mileage reimbursement if they are not receiving mileage allowance through other means. The above guidelines will apply for these visitations.

Council noted that if other committees choose to use their budget to reimburse members' automobile expenses, the above guidelines should be followed.