

Presbytery of Los Ranchos Reimbursement Policies

In order to fulfill our accounting responsibility for vouchered reimbursable expenses while attending conference or otherwise performing or representing Presbytery business, we are herewith providing the requirements for reporting such expenses:

1. Original receipts for all purchases are expected for reimbursement requests. In some cases, an exception may be made if electronic copies of original(s) are the only proof available.
2. Receipts must include itemized information on all purchases, including meal purchases in restaurants. Credit card receipts only, showing only totals, will not be accepted for reimbursement.
3. The following types of purchases are not allowed for reimbursement:
 - Alcoholic beverages or tobacco products
 - Rentals (other than short-term vehicles and equipment)
 - Capital equipment and upgrades over \$500
 - Construction, renovation/installation
 - Items or services on term contracts
 - Maintenance agreements
 - Purchases involving trade-in of ministry property
 - Telephones, related equipment, or services
 - Personal Medical expenses
4. Please use the official PLR check request form for all reimbursement requests. If you do not have this form, please request one be sent to you from Kathy Long, Accounting and Business Manager or Bonita Carr, Administrative Coordinator. The filled form, with supporting documents, may be scanned and emailed to Bonita or Kathy, or faxed to the presbytery office.
5. If you have any questions about the allowability of any incurred expenses, please contact Kathy Long at klong@losranchos.org, phone 714-956-3691 X123, or Bonita Carr at bcarr@losranchos.org, phone 714-956-3691 X122.