

CHRIST'S CHURCH OF THE VALLEY	Management System – Operating Procedure	
	OP7004 Expense Reimbursement	Revision: B
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Approval

Originator	Reviewer	Approver
Janet Flitter	Terri Stone	Kevin Stone

Revision History

Rev.	Date	Originator	Summary of Changes
A	6/27/06	Janet Flitter	Initial Release
B	11/19/07	Kevin Stone	Added 30 day limit on submitting business expenses.

1. Purpose

The purpose of this operating procedure is to establish, document, and communicate the process for requesting reimbursement for business expenses at Christ's Church of the Valley (CCV).

2. Scope

The expense reimbursement process should be used by paid staff and/or ministry area volunteers when requesting reimbursement for personal funds expended in the course of conducting normal business activities. These expenses include but are not limited to travel, business meals, and mileage. The process begins with the completion of the expense report form and concludes with the issuing of a reimbursement check. The expense reimbursement process should not normally be used to purchase equipment or supplies that should be purchased via purchasing, check request, or petty cash processes.

3. Responsibility

As with all procedures and other documentation contained in the Management System, it is the responsibility of all department leaders to ensure the details of this process are known and followed by all CCV paid staff and ministry area volunteers. The primary responsibility for this process rests with the Finance Manager.

4. Definitions

Account Number – The combination of a department number and expense account number (including sub-account number if applicable) separated by a dash. For example, 3011-018 collectively is the complete “account number.”

Business Week – A business week is defined as the 5 weekdays of the week (Monday, Tuesday, Wednesday, Thursday, and Friday).

Chart of Accounts – A document listing all CCV department numbers and expense account numbers which is located in the Management System document library on the CCV Intranet.

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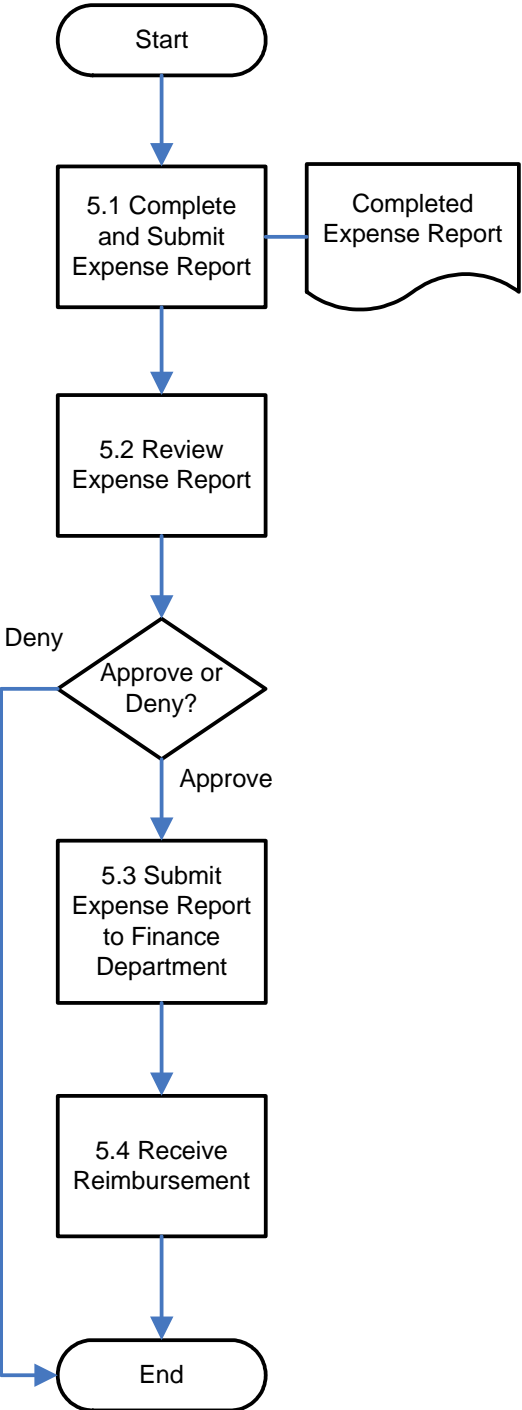
Department Leader – A department leader is the senior leader with responsibility for a defined CCV department. For example, the Director of Adult Ministries is a department leader.

Originator – Individual completing the expense report.

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5. Procedure



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5.1 Complete and submit expense report.

- 5.1.1 When incurring business expenses a person should keep the sales receipt and complete an expense report form (OP7004-F001) available via the CCV Intranet.
- 5.1.2 All expense reports should be completed electronically to ensure accuracy and legibility. Handwritten expense reports will not be accepted.
- 5.1.3 Receipts for all expenses (except mileage) should be provided. They should be stacked in chronological order (oldest to newest) and be neatly stapled to the expense report in the upper left hand corner.
- 5.1.4 Once the expense report is completed it should be printed and submitted to the originator's department leader for approval.
- 5.1.5 If the originator is a department leader the completed expense report should be submitted directly to the Executive Pastor for approval.
- 5.1.6 Every effort should be made to complete and submit expenses within a maximum of two business weeks from the time they are incurred. Expenses that are more than 30 calendar days old (date of expense to date expense report is approved) will not be reimbursed.

5.2 Review expense report.

- 5.2.1 Every expense report requires the review and approval of a department leader.
- 5.2.2 The department leader should ensure all expenses are appropriate and reasonable within established guidelines and departmental expense budgets.
- 5.2.3 Once the department leader reviews the expense report, their approval should be indicated by signature and date on the Department Leader line at the bottom of the expense report.
- 5.2.4 The department leader should then forward the expense report to the Executive Pastor for review and approval.
- 5.2.5 The Executive Pastor will review the expense report and indicate approval by signing and dating the expense report on the Executive Pastor line.
- 5.2.6 If the expense report is denied, it will be returned to the originator along with an explanation of why it was denied. The originator should resolve the issue and resubmit the expense report for approval.

5.3 Submit expense report to Finance Department.

- 5.3.1 Once the expense report is signed by both the department leader and Executive Pastor, the expense report should be submitted to the Finance Department for reimbursement.

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- 5.3.2 The Finance Department will review the expense report to ensure it is properly completed, including all necessary receipts as well as the proper approvals.
- 5.3.3 After verification the expense report is placed in the “first in first out” reimbursement rotation.
- 5.3.4 If an expense report is found to be improperly completed or does not include all necessary receipts, it will be returned to the originator for resolution.

5.4 Receive reimbursement.

- 5.4.1 The timing of the issuing of reimbursement checks is based on approval date and availability of funds. Every effort will be made to reimburse business expenses within two business weeks of the approval date.
- 5.4.2 Funds are reimbursed on a “first in first out” basis based on the Executive Pastor’s approval date.
- 5.4.3 Reimbursement checks are issued at least once per week and are only issued to the originator of the expense report.

6. Related Documents

- 6.1 OP7004-F001 Expense Report Form**
- 6.2 CCV Chart of Accounts**

7. Records

Record Identification	Record Owner	Location	Record Media	Retention/Disposition
Expense Report Form	Finance Department	Finance Department File Cabinets	Hardcopy	5 years/shred
Expense Receipts	Finance Department	Finance Department File Cabinets	Hardcopy	5 years/shred

8. Process Effectiveness Metrics

Metric	Tool/Analysis Method(s)	Reporting	Frequency
CCV Performance to Budget	CCV Annual Budget	KPM	Monthly
Departmental Performance to Budget	Departmental Budgets	QuickBooks Budget Reports	Monthly

9. Miscellaneous

None identified.

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10. Attachments

None identified.