

# Riverside Covenant Church Travel and Training Reimbursement Policy

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The Riverside Covenant Church Leadership team recognizes that the staff and lay ministry leaders may be required to travel or incur other expenses from time to time to conduct ministry business and to further the mission of Riverside Covenant Church. This policy is not designed to restrict or inhibit travel, but to encourage good stewardship by working to minimize costs and to document and substantiate travel expenses. Thus, the purpose of this Policy is to ensure that:

- Adequate cost controls are in place,
- Travel and other expenditures are appropriate, and
- Authorized expenses incurred by staff and church members are reimbursed in a timely, consistent fashion.

The following general guidelines for expenses should be used:

- Be cost conscious and spend ministry money as carefully and judiciously as you would spend your own funds.
- Report expenses, supported by required documentation, and the amounts spent per the Expense Reimbursement Policy.

Conference/registration fees, lodging, meals, and transportation expenses will be reimbursed for church staff at rates no greater than the General Services Administration's Per Diem Rates. All reservations for hotel and air travel should be made by the Office Manager in coordination with the Senior Pastor. A simple travel budget should be submitted for approval by the Senior Pastor or the Treasurer to ensure adequate funds are available for the trip. These expenses will be covered by the Staff Continuing Education budget. Mileage will be reimbursed at the IRS Charity rate or the cost of fuel for the trip.

Registration fees for ministry lay leaders who are not on church staff will be similarly reimbursed. Fees will come out of the ministry budget and must either be approved by the Staff Ministry Leader or the Treasurer. In general, transportation and lodging expenses will NOT be reimbursed for non-staff members. If costs of transportation or lodging are prohibitive, a request can be made to the Leadership Team to have such expenses paid.