



Job Related Expense Reimbursement

[Owner: Office of Finance]

It is the policy of the Diocese of Houma-Thibodaux to provide reimbursement to employees for eligible, business related expenses. These expenses must be reasonable and necessary, as well as job-related, and must be pre-approved in writing by your director when applicable.

Employees seeking reimbursement must complete a Pre-Approval Form for business travel and continuing education reimbursement and an Expense Report for every type of reimbursement. The forms must be fully and accurately completed, and submitted to your director for review and approval. All documentation and receipts should be scanned/attached and submitted with the form.

Travel within the Diocese of Houma-Thibodaux

Some employees may be required to travel to and from locations within the diocese as part of their job

duties. In this case, mileage expenses are reimbursable at the current IRS mileage rate.

Business mileage is the travel expenses an employee incurs beyond normal commute mileage.

The IRS mileage rate includes gas, vehicle maintenance, insurance and other personal vehicle-related costs. You can deduct the

standard mileage rate, as well as business-related tolls and parking fees. With inter-diocese travel as a part of your job duties, you are potentially eligible for a reimbursement to off-set cell phone expenses.

Business travel and accommodations

This section includes out of town or overnight travel for a specific business purpose. One requesting a

business travel reimbursement must complete a pre-approval form and stay within budget.

Eligible expenses include mileage, rental car, airfare, lodging, meals (\$50 per day maximum), parking, and tolls. Pre-Approval Form required.

Continuing Education

Employees are eligible for reimbursements for job-related conferences, education, and training. The eligible

expenses for business travel and accommodations applies to this section as well if traveling is required. Pre- Approval Form required.

*If you are at any time unsure about whether an expense can be reimbursed, always ask your direct supervisor or the Office of Finance and Accounting.

Documentation Requirements:

- ▣ Business purpose and date
- ▣ Mileage: To and From locations, number of business miles, standardize mileage evidence (Google maps), commute mileage (from home to the office and home again), and IRS standard mileage rate
- ▣ Original receipts
- ▣ Detailed expense reports must be completed the next month following the expense period. Any expenses more than 90 days will not be reimbursable.
- ▣ If an approved advance was issued, the employee must return excess payments within 30 days along with their documentation.
- ▣ Meals: itemized meal receipts and attendees

*Pre-Approval Form may contain supported expense estimates. Expense Reports should include all original receipts and full expense detail.