



## Reimbursement Policy

---

When an employee or parishioner incurs expenses on behalf OLQA, the following Reimbursement Policy will be the procedure to recover costs.

1. Prior to incurring any expense, you must first contact the Pastor, the appropriate staff member or the ministry leader to receive a verbal, email, text, or written approval before proceeding with the intended expense. Expenses over \$99 will always require a form of written approval.
2. All requests must be filed with the Reimbursement Request forms found in Staff Documents on OLQAParish.com, and available with this link:

[https://na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLbqZhB97GXct1-pAoJuz0Y38qRjdWMMv\\_1MGKMYJ5Elg0feObqe-Axg3E5TUjdAzFhVvXc\\*](https://na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLbqZhB97GXct1-pAoJuz0Y38qRjdWMMv_1MGKMYJ5Elg0feObqe-Axg3E5TUjdAzFhVvXc*)

This form can also be picked up at the church office. The form must be completed in its entirety, must be signed and dated, and must be approved before reimbursement will be given.

3. All receipts\* must be submitted with a completed Reimbursement Request Form.

\* Note: For accuracy, please keep transactions on behalf of OLQA separate from personal expenses. (i.e. If you are purchasing both personal and church supplies at a store, at time of checkout, please make two separate transactions so you have two separate receipts.)

Each receipt or invoice (including those provided by Venmo, PayPal, etc.) must include the vendor or place of purchase, items purchased, amount, and date of purchase. Receipt(s) can be submitted by upload, by email or in person at the church office.

4. Reimbursement checks will be mailed within 10 business days of approval.
5. Business Manager, with approval of Pastor, reserves the right to deny any reimbursements that are deemed to be inappropriate, or not for church purposes.

If a receipt or invoice was lost or a proof-of-payment for funds exchanged electronically (e.g. Venmo, PayPal or similar) does not include the vendor or place of purchase, items purchased, amount, and date of purchase, then please provide a written statement with this information. These will be approved on a case by case basis.