



- **Best Practices for Reimbursement Submissions**

- Make sure ISI ministry/business purpose provides enough detail in the Expense Description field for an auditor unfamiliar with your ministry to clearly understand the ministry purpose.
  - Ex. Copy Paper *for ISI ministry printing*
  - Ex. Cell Phone *to communicate with students/staff/donors*
  - Ex. Internet *to conduct ISI work from home office*
  - Ex. Lunch *with student*
- Attach receipts for lodging and all other expenses \$75+ and make sure all receipts are legible and give itemized details.
- **MILEAGE**
  - Use Trip Route feature to include map with mileage expenses.
  - Provide complete addresses for start and end points for mileage.
  - Use Mileage Tracker in Paycom App for drives with multiple stops and starts.
  - Mileage is reimbursed to staff members only, not volunteers.
- **GAS**
  - Can only be reimbursed for borrowed or rented vehicles.
  - Volunteers can be reimbursed for their gas expenses.
- **MEALS**
  - Meals that are specifically planned for a student function can be paid in full.
  - Drop-in meals when a student stops by for a meal is paid on a per diem rate for each category of meal (\$8 Breakfast/\$10 Lunch/\$15 Dinner).
  - Alcohol purchases will not be reimbursed.
  - Provide names for all meal recipients.
- **GIFTS**
  - Review the gift guide before purchasing gifts and include recipient names.
  - Only RFDs are allowed to be reimbursed for any gifts to another staff member.
- **PROFESSIONAL DEVELOPMENT**
  - Professional Development and Personal Spiritual Enrichment are different, so please ask your supervisor or Finance if you are unsure.
  - Personal Spiritual Enrichment cannot be reimbursed in most cases.
  - Get all pre-approvals for professional development before committing any funds.
    - In-person/Out-of-Town conferences require supervisor & RFD approval for the team member to leave the local area to ensure the ministry is covered.
- Make sure all contracts or agreements are signed by the home office first.
- Get international trips pre-approved by the home office before purchasing travel (see application on the Operations website).
- **Insufficient Funds**
  - When there are not enough funds to cover a reimbursement request on a personal ministry account, ISI will hold the request for payment for up to six (6) months.
    - Exception—reimbursement requests from new staff in initial partnership development will be held for up to one (1) year.