



**THE URANTIA BOOK
FELLOWSHIP**
Cultivating The Spirit of Religion

The Urantia Book Fellowship
Policy and Procedure for Expense Reimbursement

I. It is the policy of The Fellowship to reimburse appropriate expenses incurred in the conduct of Fellowship activities. The purpose of this Policy is to ensure that adequate cost controls are in place, travel and other expenditures are properly approved, and that a uniform and consistent approach for the timely reimbursement of authorized expenses is provided. It is the policy of The Fellowship to reimburse only reasonable and necessary expenses actually incurred in the course of fulfilling our mission.

When incurring business expenses, The Fellowship expects Personnel to:

- **Exercise discretion and good business judgment with respect to expenses.**
- **Be cost conscious and spend ministry money as carefully as the individual would spend his or her own funds.**
- **Report expenses supported by required documentation.**

II. The following Fellowship procedures ensure that we follow proper accounting procedures and will promote the efficient and timely reimbursement of expenses. Requests for reimbursement must adhere to this procedure in order to be paid.

III. Committee members should always secure their chair's prior approval for an expense before disbursing funds for any Fellowship expenditure. Committee Chairs will include both the Treasurer and the Executive Director in all correspondence regarding reimbursement.

a. **Keep all receipts.** The Fellowship needs receipts that show detail of every expense. The Fellowship cannot reimburse an expense without a supporting receipt. If the receipt is non-specific, be sure to mark all pertinent details on the receipt prior to submitting it for reimbursement.

b. **Scan the receipts.** Each receipt should be scanned onto a standard 8 ½ x 11 inch piece of paper in PDF format. The entire receipt should be scanned, every page, not just the summary. Pages that state terms and conditions do not need to be included. If you don't have a scanner you can also make a photocopy of each receipt. Odd-sized or oddly shaped receipts, such as postal receipts, can be scanned several to a page if you like. All scans and copies must be *clear* and *legible*. If you have a credit card receipt make sure to clearly underline the items on the receipt for which you are requesting reimbursement.

c. **Use the form provided.** In addition to the scanned receipts, please use the Fellowship Reimbursement form provided at: www.fefadmin.org/forms/Reimbursement_form.pdf Fill it out in its *entirety*. This form will help you organize and itemize the expenses to be reimbursed. Subtotals are required if a reimbursement invoice includes more than one category of expense, such as telephone and travel. Keep a copy of your receipts for your records and mail the original receipt to the Fellowship office.

d. **A Committee Chair's approval** must accompany all reimbursement requests. All invoices must be approved by the Committee Chair before being sent to the Director and Treasurer for reimbursement. The Chair's approval can be indicated with a simple "OK to pay" but must include the specific amount being requested. If the request is written it must include the Chair's initials. If it is sent in email form, it must have an accompanying email note from the Chair's email address stating that the specific amount of expenses are "OK to pay" in the text of the email.

e. **Send in your request.** Committee members should email reimbursement requests with attached PDF invoice and receipts to Committee Chair for approval. Committee Chair should check that the reimbursement request is accurate and complete before sending the request for payment to the Executive Director with a copy to the Treasurer.

Note: In the event that you do not have the ability to scan and create a PDF file, you can mail copies of your receipts (copied on 8 ½ x 11 sheets as stated above) along with the invoice directly to your Chair for approval who will in turn send them on for reimbursement.

Updated April 20, 2012 by Policies and Procedure Committee