

# Ministry Expense Reimbursement Motion

*This action brings the church into compliance with the latest IRS regulations regarding "Accountable Reimbursement Plans" as of 1992.*

In accordance with Internal Revenue Code Section 62(a)(2)(A), expenses paid or incurred by an employee in conjunction with services performed for an employer are not income if reimbursed through an accountable expense allowance arrangement.

The church resolves to reimburse the ordinary expenses of ministry for

Rev. \_\_\_\_\_ including car, education, travel and other professional supplies under the following conditions:

1. Receipts for all expenses will be turned in to the treasurer.
2. A daily mileage log will be kept for all ministry use of car. This log will be available for inspection by the employer and be kept for four years.
3. If the amount budgeted is not spent, the unspent funds remain with the employer.
4. If the amount budgeted is exceeded, no part of the salary may be renamed as "reimbursement".
5. The church approves the reimbursement amount of \$\_\_\_\_\_.

Please check the option preferred:

- Ceiling: Expenses reimbursed only up to this amount.
- Adjustable Ceiling: Expenses reimbursed up to this amount. Excess expenses reimbursed at the discretion of the board.
- Estimate: Expenses reimbursed even if they exceed this amount.

The pastor's Annual Ministry Expense Reimbursement Account be approved as proposed effective \_\_\_\_\_. This amount shall stand as long as Rev. \_\_\_\_\_ is the pastor or until this agreement is changed at a future date.

moved by \_\_\_\_\_ and

seconded by \_\_\_\_\_

Passed on the date of \_\_\_\_\_.