

Towson Unitarian Universalist Church

PROFESSIONAL EXPENSE REIMBURSEMENT POLICY

1.0 PURPOSE

It is the policy of Towson Unitarian Universalist Church to reimburse staff for professional expenses that allow the staff to maintain their skills.

2.0 SCOPE

All paid staff.

3.0 REVIEW OF POLICY

The annual allowance is set by the Board of Trustees.

4.0 DETAILS

The following expenses **qualify** for reimbursement under this policy:

- Professional publications
- Professional books
- Professional dues
- Educational materials including books, cd's and software
- Registration fees for professional meetings
- Travel costs to professional meetings including:
 - Hotel – double occupancy.
 - Travel – airline tickets, parking fees, mileage, taxi, train, bus and rental cars.
 - Meals (no alcohol).
- Other qualified expenses as approved in advance by Head of Staff.

Note that the church allows for one day of travel before the seminar begins and one day after the seminar is completed. Expenses associate with any additional days are the responsibility of the staff.

Often times, staff will have guests accompany them to the seminars. This is allowable but the church will only reimburse the costs as outlined above. Hotel expenses submitted for reimbursement should be adjusted to reflect the double occupancy rate.

The following expenses are specifically **not allowed under professional expense reimbursement**:

- Computers
- Computer software not related to church business
- Cell phones
- Office furniture
- Equipment
- Alcohol
- Movies
- Travel costs for self-study courses

To receive reimbursement under this plan, the staff member will submit a Professional Expenses Reimbursement form along with the required documentation to the bookkeeper within 30 days. Attach receipts for all expenses submitted. Credit card receipts submitted should be the itemized copy not the signature receipt. Canceled checks and credit card statements are not required.

A Board officer (President, President-Elect, Treasurer or Secretary) must approve professional expenses of the Head of Staff. Head of Staff will approve professional expenses for all other staff.

Unused funds will not carry over to the next year.