

BARNABAS EXPENSE GUIDELINES

All Barnabases will be reimbursed for their expenses incurred while attending a meeting when required to attend. Such reimbursement will be made under similar policies to those of the staff of Church Extension.

The following practices are to be observed in reporting expenses:

- a. All expenses paid directly by the Barnabas should be reported on the expense report.
- b. Expense items that are billed directly to Church Extension, such as hotel and meal costs, should not be included on the expense report. Personal expenses charged to these bills should be paid for at check out or deducted on the expense report.
- c. When submitting expenses for payment, please attach airline/train/bus tickets, cab fares and all other supporting receipts, especially those for expenses over \$25.
- d. When using a personal car, please list the mileage cost or the value of a 14 day advance airfare along with transportation costs from and back to the airport, whichever is less. Likewise, if a car is rented, you will need to pay the difference if the total cost of the rental car and fuel is more than the 14 day advance airfare.

Should a Barnabas find it necessary to request an advance prior to the meeting to cover expenses, Church Extension will make an advance. Appropriate reconciliation of the advance should be made when submitting the expense report.