

## **POLICY NUMBER 5 EXPENSES FOR PRESBYTERY, COMMITTEE MEETINGS AND COMMISSIONS**

- Meetings**                      Presbytery shall pay mileage for Ruling Elder Commissioners and Teaching Elders who are active members of the presbytery. Churches are to reimburse any additional expenses incurred by their commissioners. Exceptions may be requested through the Stated Clerk to the Director of Finance.
- Commissions**                Presbytery shall pay mileage and other expenses incurred by members of the commission.
- Committees**                Each committee shall be responsible for expenses incurred by their respective committee. Committees are to schedule interviews to minimize expenses.
- Presbytery Council**        The Council shall be responsible for expenses incurred by its members.

### **EXPENSES SHALL BE PAID AS FOLLOWS:**

- Private Vehicle**            The owner/driver shall be paid round trip mileage at a rate determined annually by Presbytery Council
- Commercial Air**            Members will be reimbursed for expenses that shall not exceed the lowest coach fare with a fourteen (14) day advance purchase. This rate shall be determined by the Director of Finance and published to members.
- Rental Cars:**                Members and Commissioners are urged to use prudence in selecting rental cars and requested to 'ride-share', as much as possible to keep costs at a minimum.
- Lodging**                      Members shall be reimbursed for the cost of lodging not to exceed the block rate negotiated by the host church or by the Stated Clerk.
- Meals:**                        For meals not provided for at the Presbytery meeting, members shall be reimbursed (excluding alcohol) up to at the following rates: Breakfast - \$18.00; Lunch - \$18.00; Dinner - \$38.00, accompanied by a receipt.
- Non-residents**              In the case of non-resident members, mileage is determined from the first particular church of the PC (U.S.A.) upon entry of the presbytery bounds.

In extraordinary circumstances, Presbytery Council may approve reimbursement for others requested to attend Committee, Council, or Presbytery meetings who are not eligible for reimbursement. If you believe you have such a circumstance, please forward it to the Stated Clerk who will submit it to Council for determination.

Adopted            16 September 1996  
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