

May be filled out by the Administrative Council Secretary.

**ACCOUNTABLE REIMBURSEMENT PLAN
ANNUAL SUPPLEMENTAL RESOLUTION**
(This resolution needs to be adopted each year during budgeting.)

This resolution, as adopted by the Administrative Board/Council of the _____ (church name) of _____ (city) on _____ (date), is applicable for the calendar year _____ or the period of _____ (mo./day/year) to _____ (mo./day/year).

1. **Accountable Reimbursement Limit** - It is agreed that in keeping with the budget of this church the accountable reimbursement limit will be established for the following person in the amounts stated. (Please estimate the budgeted dollar amount in each of the three categories listed below):

<u>Name of Pastor</u>	<u>Travel</u>	<u>Continuing Ed</u>	<u>Other Reimbursable Items</u>
_____	_____	_____	_____
TOTAL of Travel, Continuing Ed, Other Reimb. Items (This total should also be in your budget.)			\$ _____

2. **Automobile Reimbursement Rate.** For the period of this agreement, the reimbursement rate for use of a personal automobile will be: *(you should reimburse all valid business related miles, excluding commuting miles)*

_____ The Internal Revenue Service mileage rate in effect (including mid-year IRS adjustments)
OR

\$._____ per mile (not to exceed the Internal Revenue Code standard mileage rate)

Adopted on _____

Secretary, Administrative Board/Council