

EXPENSE REIMBURSEMENT

Mileage

Work related travel apart from normal commute to and from work when using a personal vehicle will be reimbursed at the prevailing IRS mileage rate. Mileage should be recorded on the standard form (Appendix D-11), approved by the Division/Department Director at the Chancery and the Pastor/Parochial Administrator/Parish Life Director at Parishes and submitted for reimbursement on a monthly basis with a check request form.

- Commute miles are those driven between your home and primary place(s) of business. They are **not** subject to reimbursement.
- Mileage reimbursement is provided for business related travel to and from the chancery or your "OFFICE" (should it be located at a parish, school or other diocesan facility) to your ministry or business related destination. Reimbursable mileage may not include commute miles. Reimbursable mileage may, however, cover the cost of traveling to and from your home or from a ministry or business related destination. This is the case only when the distance from your home to that appointment is shorter than that traveled from your "OFFICE" to the location at which diocesan business is to be conducted. In the event that the distance from one's home to the ministry or business related destination exceeds the distance from your "OFFICE" to that place, only the lesser distance may be claimed.

Employees may claim full mileage reimbursement for work related weekend travel between home and the place of appointment.

Mileage reimbursement requires copies of a current California State driver's license and proof of insurance on file with the Diocesan Insurance and Benefits Office for Chancery employees and with the Parish Business Office for Parish staff.

Other Expenses

Employees may be reimbursed for approved travel and communication expenses. (See following sections.) Additionally, employees may be reimbursed for other expenses incurred in the course of doing business. Such expense reimbursements will be within limits of approved Parish or Chancery department budgets.

Required Approval

Expense reimbursement requests will be paid only with the signed approval of the employee's supervisor (the Division or Department Director at the Chancery, or the Pastor/Parochial Administrator/Parish Life Director at Parishes).