

## Reimbursement Policy

### TheAlley Church

Reimbursable expenditures made by church staff and church volunteers will be reimbursed with the following guidelines.

- All non-budgeted purchases must have prior verbal approval.
- All expenses must be documented with a dated receipt showing evidence of method paid.
- Expenses will be submitted to the church bookkeeper on prescribed form.
- Whenever possible the state sales tax exempt form will be used.
- Individuals may not sign their own reimbursement check.