

Criteria for Expense Reimbursements

This process is for checks to **Non-Employees**, all employee expense reimbursements go through ExpenseWire
Request of Checks must be Submitted and Approved by Noon on Tuesday.

For each request the following is needed:

1. Who the payment is Payable to.
2. An address of where the check is to be mailed.
3. The GL coding of where the amount is to be charged. (this includes any Project/Tracking numbers)
4. Date of request. (i.e. Invoice date, date of Check Request, Date of the Expense Reimbursement request, email date to expenses.)
5. When payment is due. (invoices usually have this on them, or the term is 30 days)
6. Appropriate 'Approval' for the payment being made and where the amount is being charged.
7. Ministry Purpose of the payment. Not a description of the payment. (Example: An invoice for an order of T-shirts. What is the ministry purpose? "Board Member Appreciation" Not "10 Navy shirts were ordered")

MEAL RECEIPTS

On the receipt, describe the group, the names of all who attended (For 1-3 people, please include the names of each person. 4+ just write "All Who Attended"), and include the ministry purpose for the meals. (Example: Club Ministry or Board meeting and pizza was ordered for all who attended.)

GAS/MILEAGE

The person turning in the receipts for gas or mileage reimbursements can turn in one or the other **but not both**. When they turn in mileage, the gas is figured in as part of the mileage for reimbursement. The mileage rate changes the first of every year so be sure the correct mileage rate for reimbursement is being used. (When calculating mileage please use the exact rate, do not round)

W-9 & LETTER OF DETERMINATION

A W-9, found at yf.cx/w9 is needed for those payments paid to individuals and non-incorporated entities that are not a reimbursement of an expense. (i.e. Stipends, Honorariums, Contract Work, Facility Rentals)

An IRS 'Letter of Determination' is needed for payments to non-profit organizations. (If they are not a non-profit organization a W-9 will be needed).

All contracts or agreements must be signed by both parties before payments can be made.

Two Forms of Expenses

1. INVOICE: This is an Invoice that can stand alone and meets all the 'request for payment' criteria from above. Don't forget to include the Ministry Purpose for the invoice payment. Invoice payments are made only from an invoice. Statements or Quotes are not documents that can be turned in for payments.
2. EXPENSE FORM: Found at yf.cx/expenseform

Links

Expense Form: yf.cx/expenseform W-9: yf.cx/w9 Questions: Please email expenses@yfc.net