

**The MONTANA DISTRICT of the LUTHERAN CHURCH–MISSOURI SYNOD
Retired Pastors and Their Wives, and Pastor Widows
Residing Within MT District
Expense Reimbursement Request**

Please Print

Payable to: _____ Date: _____

Address: _____

Trip To: _____ From: _____ (Home)

Reason (circle one): (Pastor Conference) (Circuit Conference) (Pastor Wives Retreat)

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6		TOTALS
Dates:								
LODGING:							Totals =	
MEALS:								
Breakfast								
Lunch								
Dinner								
Total							Totals =	

Fuel cost reimbursement (list and attach fuel receipts, do not submit mileage):

Other Expenses (Any expense not listed on the reverse side must be approved in advance):

Attach Receipts for all claimed expenses (SEE REVERSE FOR LIMITS)

Mail Completed Form and Receipts to:
The Montana District - LCMS
30 Broadwater Ave., Billings, MT 59101

**Total of Above
(maximum of \$300.00
per event)**

*To help further the Mission
of the Church, please
deduct this amount from my
check as a donation to the
MT District*

Signature of Person **Requesting** Reimbursement

Reimburse to Me

Signature of Person **Authorizing** Payment (District President, Treasurer, or Board of Directors Financial Committee Member)

**EXPENSE TO: Retired Pastor/Retired Pastor Wives
Expense**

**Policy for Travel and Expense Reimbursement, Retired Pastors and Their Wives, and Pastor Widows
Residing Within MT District**

Reasons for our policy: Auditor Recommendation, IRS Regulations, and a Need for a uniform District policy.

NOTE: For all travel and expense reimbursements to be charged as an accountable expense to the traveler, requests **must be submitted and processed within 60 days from when the expense was incurred** to comply with IRS Regulations. Failure to submit for reimbursement within 60 days will result in the traveler expense being charged as a non-accountable expense and a 1099 issued to the traveler at year end in the amount of the reimbursement.

From the SOP Manual

Policy: District Conference Assessments

9. Retired Pastor and Wives of deceased Pastor. The travel, meals, and hotel expenses for retired Pastors and the wives of deceased Pastors that attend the respective conferences and/or retreats may be **reimbursed by the district up to a maximum of \$300 per event based on expense receipts.**
 - a. The District budget includes a line item for retired Pastors and former Pastor Wives to attend respective District conferences or retreats. District would limit reimbursable expenses to \$300 per individual (***check request and receipts are required for reimbursement***).
 - b. Each conference will be responsible for providing the check request forms and instructions to the authorized recipients.

Policy: District Travel Per Diem

Per Diem Travel Rate

Hotel/Motel:

\$100 per night

Meals:

Breakfast	\$10.00
Lunch	\$10.00
Dinner	\$20.00
Total meals:	\$40.00 per day

In accordance with the full policy located in the SOP Manual:

- a. Alcoholic beverages are not reimbursable.
- b. Only authorized spouses and guests of board members, committee members, & conference delegates who are required by the district to attend a district or synodical meeting will be reimbursed for lodging, meals, or travel expenses. Exceptions are at the discretion of the Montana District Board of Directors and their approval must be obtained in advance.
- c. **A receipt or a picture, scan, paper copy, or emailed copy of the original itemized receipt is required for each submitted expense.**
- d. Fuel is reimbursable. Mileage is not; only receipted expenses are permissible. Fuel receipts must be submitted to receive reimbursement.
- e. If several attendees share a bill, clearly mark which attendee incurred which expense. Submit a copy of the clearly marked receipt with each individual's reimbursement request. Any individual item from a receipt claimed on more than one request will be disallowed for all requests.