

The MONTANA DISTRICT of the LUTHERAN CHURCH—MISSOURI SYNOD

2020 CHECK REQUEST FORM

Rev: January 2020

Mail completed form and documentation to: The Montana District - LCMS, 30 Broadwater Ave., Billings, MT 59101

Payable to: _____ Date: _____

Mailing Address: _____

Trip To: _____ From: _____

Reason: _____

continue on blank paper
if needed

Dates:	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7		TOTALS
Odometer Reading & Mileage									
<i>Beginning</i>	-----								Total Miles X 0.575 =
<i>Ending</i>									
Mileage									
Motel								TOTAL =	
Meals								TOTAL =	

Other Expenses (Explain):	<u>Attach documentation for all submitted expenses</u>	

<p>Mail Completed Form and Receipts to: The Montana District-LCMS 30 Broadwater Ave. Billings, MT 59101</p>	<p>Total of Above</p> <p><i>To help further the Mission of the Church, please deduct this amount from my check as a donation to the MT District</i></p> <p>Total Requested Payment</p>	<table border="1" style="width: 100%; height: 100%;"> <tr><td style="text-align: center;">-</td></tr> <tr><td> </td></tr> </table>	-	
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X _____
 Signature of Person **Requesting** Reimbursement

X _____ **EXPENSE To Account:** _____
 Signature of Person **Authorizing** Payment (Committee Chairman, District President,
 Treasurer, or Board of Directors Financial Committee Member)

In order to be good stewards of the funds given to The Montana District LCMS by congregations and individuals for the furtherance of the work of Christ, all persons submitting requests are expected to conserve costs. The following policy was developed primarily with this in mind, and also to ensure compliance with audit recommendations and IRS regulations.

District Travel Per-diem Policy

The Montana District - LCMS has a District Per Diem Travel Rate whereby each Montana District member will plan to limit travel and reimbursement costs to minimum costs necessary to effectively accomplish the objectives and mission of the Montana District. Each Traveler will attempt to limit their daily travel and expense costs in accordance with the District established annual Per Diem Travel Rate and policy for all official District travel. Receipts and/or odometer readings for all claimed expenses are required. Any costs above the established rates will require prior approval by the District Treasurer as a justifiable/reasonable excess, otherwise the expense reimbursement will be limited to maximum District Per Diem Rates. (This policy is separate and does not apply to District events and functions set up and funded for an equalization travel reimbursement policy.)

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

Mileage:

Official District travel by privately owned vehicle (POV) will be reimbursed at the established annual IRS business mileage rate corresponding to the calendar year in which the mileage was incurred. Odometer beginning and ending readings are required.

Board Approved October 12, 2015

Please note:

- The **IRS requires receipts or a legible scan/photo/photocopy of the receipts** to be submitted for all expenses except mileage. The **IRS requires odometer readings** to be recorded for mileage reimbursement. **Failure to provide a legible copy of the receipt or odometer readings will result in rejection of the reimbursement.**
- IRS Publication 463 requires employees to submit their expenses within “a reasonable period of time,” which is identified as 60 days. **Any reimbursement requests for receipts dated older than 60 days must be reported to the IRS as income to you on a 1099.** Submit all requests within the 60-day grace period.
- Tips are permitted within the reimbursement amounts if they are recorded on the receipt.
- Alcoholic beverages are not reimbursable expenses.
- In the event that seasonal rates exceed \$100 per night for lodging, contact the District Treasurer for advanced approval.
- **When possible, the Montana District expects you to room with another participant in the event.** If you choose to request a single occupancy room rather than a double, you will be expected to pay ½ the cost of a double room rate.
 - If you request double occupancy but there is no available roommate, the District will cover the whole room cost.
 - If a **guest or spouse** accompanies you, you will be expected to pay ½ the cost of a double room rate. Only guests or spouses who are required by the district to be in attendance at the event will be reimbursed for lodging or travel per diem.
 - Any exceptions to this, for instance when the attendee requires assistance due to disability, are at the discretion of the Montana District Board of Directors, and approval must be obtained prior to travel.
- **Other Expenses:** For items such as baggage fees, airline tickets, taxi/shuttle fees, etc., please list the item and amount and attach the receipt or a legible copy of the receipt.
- **Check Requests and documentation may be submitted by email to treasurer@mtdistlcms.org** for your convenience, rather than by mail.