

Process for Ministry Team Member Reimbursements

03/20/23 (original)

2/17/25 (amended)

The Rector, Wardens or Treasurer are not always involved in all Church ministries. To ensure expenses are authorized, the Vestry has approved the ministry team lead or Vestry liaison (in the event there is not a ministry team lead) approve the invoice before being accepted into Bill.com for payment. That approval can either be a signature on the invoice approving it or an email approving it and the email then attached to the invoice.

The process:

1. To become a vendor (one who receives payments or reimbursements), a Vestry liaison or staff member will send a request to Rachel or Twyla, who will get the new vendor connected to Bill.com. Vendors may enter their banking information through the secure Bill.com portal or opt for a paper check. Paper checks take longer to receive (3-4 weeks) and carry a higher processing fee, so we encourage electronic payments. This step must only be done once. Once you are in the system as a vendor, you stay in the system.
2. All receipts must be approved by the ministry team lead or Vestry liaison (in the event there is not a ministry team lead). Proof of approval can either be a signature on the invoice approving it, or an email approving it and the email then attached to the invoice.
3. To receive reimbursement, the recipient must submit the the receipt itself, along with the following information on an invoice
 - a. event or reason for purchase (ie. Sunday flowers, MUST breakfast, etc)
 - b. the ministry involved
 - c. budget line item (ministry team lead or Vestry liaison should be able to provide this information)
 - d. approval by the ministry team lead or Vestry liaison (in the event there is not a ministry team lead)
4. To submit the reimbursement request:
 - a. Scan and email the receipt & invoice or give the receipt & invoice to the ministry team lead or vestry liaison for submission.

OR

- b. Scan the receipts and email directly to Rachel Hutton at rachel@stcatherines.org
- c. Email or take receipts directly to Rachel at the Church office.

OR

- d. Submit bills directly to Bill.com, if already a vendor in the system
5. The Rector, the Treasurer or Senior Warden will give final approval for payment in Bill.com.
 6. Payment will be made by Bill.com to the ministry person by either mailing a check directly to them, or by electronic transfer directly to the person's bank account (e-pay is recommended).