Book Poplar Springs Baptist Church Policy Manual

Section 3000 Personnel Policies

Title Transportation Reimbursement for Employees

Number 3330

Authority Article V Section 1 of the Church By-Laws

Article XI of the Church By-Laws Personnel Committee Handbook

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1. All church related business transportation expenses will be reimbursed at the IRS allowable rate.

2. Mileage logs with date, reason, and actual mileage must be submitted within five days of months end to receive reimbursement.