



Gospel Community Servants Accountable Reimbursement Plan

Gospel Community Servants, Co-Servants, and Apprentices receive the benefit of GRASSROOTS **Accountable Reimbursement Plan** which makes it possible to be reimbursed on a monthly basis for authorized ministry expenses (see below). The monthly amount will vary depending upon the approved budget.

Hospitality expenses may be reimbursed if the “**business connection**” requirement is met. There **must** be an established relational ministry connection. **Examples:** food, meals, and drinks for the purpose of mentorship, counseling, coaching, leadership development, announcing the kingdom, or covenant membership exploration, neighborhood barbecues, blessing a neighbor, co-worker, or friend with groceries, hosting a neighbor, co-worker, or friend for a meal and the like whether outside of the home or within the home.

In addition, you may be reimbursed for **conferences, seminars, and other workshop fees or costs** (including airfare, transportation, lodging and meals) PROVIDED these expenses relate directly to the established values, calling, and purpose of GRASSROOTS Church (ROOTED booklet) AND are approved **in advance** by the GRASSROOTS Oversight Team (Council).

In order to receive this reimbursement:

- The [GRASSROOTS Accountable Reimbursement Form](#) must be filled out in its **entirety**. It is especially important to record the name of every person involved, the ministry purpose of the purchase, and the location ministry took place **for every receipt**.
- **Original receipts** must be provided with the DATE and TOTAL cost **circled**. Bank statements or Credit Card statements will not suffice as proof of purchase. All receipts must be **stapled** to the BACK of the Accountable Reimbursement Form after it is completed.
- Only receipts that are **60 days or LESS old** will be reimbursed. Receipts that are **more than 60 days old** will not be reimbursed and become the personal expense of the purchaser. If receipts are turned in with the Accountable Reimbursement Form that are **more than 60 days old**, the value of the purchase(s) will be deducted from the total reimbursement and the receipt(s) will be returned to the purchaser.

It should be noted that, generally, checks are cut and signed on the **1st day of each month**. It is *your responsibility* to deliver your completed form to either *Patti or Kendra* on or before **8:00am** that day. If you have any further questions, please contact a GRASSROOTS Overseer.