



Gospel Community Servants Accountable Reimbursement Plan

Gospel Community Servants, Co-Servants, and Apprentices (leaders) receive the benefit of the **Accountable Reimbursement Plan** which makes it possible to be reimbursed on a monthly basis for authorized ministry expenses. The monthly amount will vary depending upon the approved annual budget. The purpose is to enable leaders to be examples as *missionary shepherds/servants* and receive training to hone their skills and gifting for fruitful ministry.

Hospitality expenses and **ministry supplies** may be reimbursed if the “**business connection**” requirement is met: there **must** be an established relational ministry connection. **Examples** may be food, meals, drinks and resources for mentorship, counseling, coaching, announcing the kingdom (evangelism), covenant membership, neighborhood barbecues, blessing a person in need with groceries, hosting someone for a meal, leading your GC, etc. In addition, **conferences, seminars, workshop fees** (airfare, transportation, lodging, meals) and **equipping/educational opportunities** may be reimbursed provided these expenses relate directly to the established values, calling, and purpose of GRASSROOTS Church (see the ROOTED booklet) AND are approved **in advance** by the GRASSROOTS Council. *Ongoing* equipping/educational opportunities may not exceed **50%** of the current monthly amount. This list is not meant to be exhaustive. If in doubt, ASK.

Checks are cut, signed and mailed on the **1st day of each month**. It is *your responsibility* to complete and submit the online form by the **end of the previous month**. If the online form is NOT functioning, you may download, print, and complete the [GC Leader Reimbursement Form](#), scan it to PDF and email it with scanned receipts to accountinghub@grassrootscs.org.

- When completing the [GC Leader Reimbursement Form](#), it's especially important to record the ministry purpose, the names of those involved, and the location **for every receipt**.
- Clear PDF scans of **original receipts** must be uploaded (**circle** the DATE and TOTAL cost). Use a scanner or the [Adobe Scan](#) phone app. Bank/CC statements are not permitted.
- Only receipts that are dated within **60 days of submission** will be reimbursed. Receipts that are **more than 60 days old** will not be reimbursed and become the personal expense of the purchaser. The value of these purchase(s) will be deducted from the total reimbursement and the receipt(s) will be returned.
- After you have submitted the online form, **print the email confirmation** and store the printed email with original receipts for record keeping and should further questions arise.