

## **Virginia Synod Council Reimbursement Policy**

The Virginia Synod gives thanks for the ministry and dedication of those elected to serve on the Virginia Synod Council. During their term, Synod Council members may incur expenses which will be reimbursed upon request.

### **What expenses are eligible for reimbursement?**

The following expenses are typically reimbursable:

- Hotel Room for Synod Council Meetings or Synod Assembly (if accommodations for the meeting are not provided by the Office of the Bishop)
- One Meal per travel day to Synod Council Meeting or Synod Assembly (\$20 or less)
- Roundtrip Mileage for travel to Synod Council Meeting or Synod Assembly (Reimbursed at IRS rate for charitable mileage: currently 14 cents per miles)
- Tolls for travel to and from Synod Council meeting or Synod Assembly
- Other expenses approved in advance by the Bishop or Executive Committee of the Virginia Synod

### **How does a Synod Council member request reimbursement?**

A link to the current reimbursement Virginia Synod Council Reimbursement form will be provided at all Synod Council meetings and events.