

### **Accountable Reimbursement Plan**

In accordance with IRS regulations 1.162-17 and 1.274-5T(f), the Beech River Baptist Association hereby establishes an accountable reimbursement plan for all ministers and employees with the following terms and conditions:

1. The association will reimburse only reasonable ministry-related business expenses incurred by a minister or employee. Subject to budget limitations, such expenses will include:
  - Business use of automobile, up to the current IRS standard mileage rate;
  - Business travel away from home: transportation, lodging and meals on overnight trips;
  - Convention conference and workshop expenses;
  - Continuing education expenses;
  - Subscriptions, books and tapes, if related to ministry or employment;
  - Entertainment/hospitality expenses, if business connection requirement is met.
2. The minister or employee will account for each allowable expense in writing at least every 60 days. Documentation will include the amount, date, place, business purpose and business relationship of person entertained for each expense. A receipt will accompany documentation.
3. The minister or employee will return advances that exceed actual business expenses within 120 days.
4. Under this accountable arrangement the association will not report reimbursed amounts as taxable income on the minister's or employee's Form W-2. The minister or employee should not report reimbursed amounts as income on Form 1040.

Adopted by the Executive Board, August 22, 2002.