

**St. Joseph Strongsville**  
**Reimbursement Policy: Transportation Travel Costs**  
**Effective July 1, 2018**

## ***Volunteer, Charitable activities***

There are three (3) different ways to receive remuneration for transportation expenses as a result of volunteering in performing charitable activities.

### **1. Personal federal income tax deduction for you**

- 1.1. 1.1 The information here is provided simply as a guide. You should consult your tax professional for assistance in your particular individual situation.
- 1.2. Before traveling, you may wish to secure authorization by the pastor for classifying these costs as a charitable activity supported by St. Joseph Church. Travel distance must exceed 20 miles (40 miles round trip) to be considered for authorization.
- 1.3. Use a vehicle which you provide.
- 1.4. Pay for the vehicle's operating expenses with funds you provide.
- 1.5. Account for the mileage your vehicle experienced in one of two ways:
  - 1.5.1. Use a reputable source (such as Google Maps, MapQuest or other) to calculate the round-trip distance from St. Joseph Church to the address where the charitable activity is being performed.
  - 1.5.2. Keep a mileage log for all travels during the period when the charitable activity occurred. Indicate "Purpose" and odometer readings at least on a daily basis on the logging form.
- 1.6. When you file your income tax forms for the period when the charitable activity occurred, you may be able to deduct the federally approved rate for every mile logged in service of the charitable event.

### **2. Reimbursement for use of your vehicle.**

- 2.1. Before traveling, secure authorization by the pastor for reimbursing these costs as a St. Joseph church supported charitable activity. Travel distance must exceed 20 miles (40 miles round trip) to be considered for authorization.
- 2.2. Use a vehicle which you provide.
- 2.3. Pay for the vehicle's operating expenses.
- 2.4. Account for the mileage your vehicle experienced in one of two ways:
  - 2.4.1. Use a reputable source (such as Google Maps, MapQuest or other) to calculate the round-trip distance from St. Joseph Church to the address where the charitable activity is being performed. Print out the trip information for attachment to the reimbursement request to the finance office.
  - 2.4.2. Keep a mileage log for all travels during the period when the charitable activity occurred. Record "Purpose" and odometer readings at least on a daily basis on the logging form.

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- 2.5. Submit a church designed "PO" (purchase order) (<http://www.sjohio.org/facilities>) plus supporting documentation requesting reimbursement for the charitable portion of vehicle expenses at the current rate (as of today, \$.14 per mile). No other vehicle expenses will be reimbursed. Submit it to the staff member who is the point of contact for your church organization. A marked-up version of this form is included to help guide you.
3. **Rent a vehicle** (using Diocese of Cleveland guidelines)
  - 3.1. Before traveling, secure approval from the pastor for reimbursement of these costs as a St. Joseph church supported charitable activity.
  - 3.2. Find the most appropriate vehicle(s) at the lowest cost. Note that there are no agencies that provide the Diocese of Cleveland with preferential rates.
  - 3.3. Plan for payment in one of two ways (preferred practice).
    - 3.3.1. Have someone from the church use their assigned church credit card to pay for this rental agreement.
    - 3.3.2. Have the church's Finance Office prepare a check for the expense of the rental agreement.
  - 3.4. Fill out the rental form
    - 3.4.1. Agree to purchase the "optional" damage insurance
    - 3.4.2. If possible, rent all vehicles and all drivers on one rental agreement contract. This may allow any driver to drive any of the vehicles on the contract.
    - 3.4.3. When appropriate, consider adding an additional authorized driver to the rental agreement so that in the case of one driver becoming disabled, an authorized driver can replace him/her.
  - 3.5. Pay for the vehicle's operating expenses with funds you provide.
    - 3.5.1. Keep receipts for expenses
  - 3.6. Compile the actual costs for operating this vehicle
  - 3.7. Submit a church designed "PO" (purchase order) (<http://www.sjohio.org/facilities>) plus original receipts requesting reimbursement for your expenses. Submit it to the staff member who is the point of contact for your church organization. A marked-up version of this form is included to help guide you.



