Parishioner Reimbursement Process (January 2024)

1. <u>Before</u> incurring expense, parishioner must get approval from the appropriate Staff/Ministry Lead
2. Appropriate Staff/Ministry lead must provide the parishioner with the expense account coding
   a. Proper expense account coding is <u>not</u> the responsibility of the Exec Admin, Bookkeeper, or Treasurer
3. Parishioner to keep paper receipt(s), annotate with expense account coding and create a .pdf file of the receipt(s)

<u>If the parishioner is already set-up as a vendor in Bill.com, (St. Catherine's accounts payable system) and knows how to login, upload receipts and create an invoice:</u>

4. Parishioner logs into their Bill.com account, creates an invoice using the expense account coding and uploads/attaches the .pdf file they created with their receipts

The remainder of the reimbursement process is handled by the Bookkeeper (using the created invoice w/attachments in the In-box, sets-up the payment and assigns for approval), Rector/Warden approves invoice in Bill.com, and the Treasurer releases all approved payments (in Bill.com).

<u>If the parishioner is already set-up as a vendor in Bill.com, but does not know how to upload receipts and create an invoice:</u>

5. Parishioner to send .pdf file to Exec Admin for filing in the "Invoice" folder in Google Drive

The remainder of the reimbursement process is handled by the Bookkeeper, Rector/Warden and Treasurer in Bill.com the same as in step 4 above.

<u>If the parishioner is **not** already set-up as a vendor in Bill.com</u>

6. Parishioner to send .pdf file to Exec Admin for filing in the "Invoice" folder in Google Drive
7. Along with the .pdf file with expense account coding, the parishioner would need to provide the following personal information necessary to make a payment to them.
8. A. Personal info needed to receive payment via check in the mail (this is the slower, more expensive, and less reliable payment methodology)
   a. Full name
   b. Mailing address for check

   B. Personal info needed to receive payment directly into their bank account ("direct deposit") (this is the fastest, least expense, most efficient methodology):
   a. Full name
   b. Full name on bank account
   c. Bank's 9-digit routing number
   d. Bank account number

9. In addition to filing the .pdf file in the Invoices folder (step 6), the Exec Admin will forward the Step 8 personal information to the Treasurer and bookkeeper for setting up the new vendor in Bill.com

The remainder of the reimbursement process is handled by the Bookkeeper, Rector/Warden and Treasurer in Bill.com the same as in step 4 above.