

Thriving Vocationally

Expense Reimbursement Guidelines



As participants in the Thriving in Ministry grant there are a few expectations and requirements relating to expense reimbursement. If you have questions about an expense and if it will qualify for reimbursement please reach out to Christy Bouris, cbouris@northpark.edu, to get clarification on the reimbursement. Reimbursement requests should be submitted to thriving@northpark.edu, by email and follow these guidelines:

General

- Reimbursement requests must be submitted within 30 days of purchase.
- A completed Check Request form must be filled and combined into one PDF with all receipts. To complete the fillable PDF, fill in these fields: Date, Amount, Vendor Name, and Reason for Check. Then scroll down to the "Approvals" section and fill in your name in the "Requested by" section and digitally sign the PDF and submit to thriving@northpark.edu.
 - When submitting the reimbursement request also include the address where the check should be mailed or if you would like to have your reimbursement direct deposited into your account, make sure the North Park Business Office has a copy of the ACH Enrollment Form.
 - Handwritten and incomplete requests will be returned. (Note: you will need to combine all documents into one PDF before signing, otherwise, the signature is lost.)
- Expenses that are not adequately documented will not be reimbursed.

Receipts

- In order to be reimbursed, you must provide a PDF scan of original, store-issued, itemized receipts and documentation for all expenditures.
- Receipts must show the date, place, and essential nature of the expense being reimbursed.
 - Restaurant/meal receipts must include the name of each person in attendance.
- Credit card or other similar statements are not acceptable as a suitable proof of purchase.

Travel

- Airfare:
 - Only Economy class (or similar), advance purchased tickets are reimbursable.
 - Seat upgrades, add-on expenses (i.e., fee to board early, fee to select/change seats, receive bonus frequent flyer miles, etc.), multiple checked bags, or other upgrades will not be reimbursed.
- Mileage:
 - Mileage is reimbursed at the standard North Park University rate, starting 7/1/22 that rate is 62.5 cents/mile.
 - For extended travel (for example where the purchase of an airline ticket would be more economical than reimbursement at a per mile rate) it is expected that the person will choose the least costly option. We will not reimburse mileage in excess of the cost of an advance purchased, economy class airline ticket.
- Hotels/Meals
 - Lodging and meal expenses vary by location, but in general it is expected that grantees will use discretion with regard to incurring lodging and meal expenses and incur only "reasonable" expenses while conducting grant-related travel. Expenses which are deemed to be excessive and/or extravagant will not be reimbursed. Reimbursement of meal expenses should include a listing of all persons for whom the expense is applicable and the business purpose for the meal.

Non-reimbursable Expenses: The following are examples of items that are considered personal expenditures and therefore not reimbursable:

- Gift Cards for any purpose
- Alcoholic beverages
- In-room movies included on hotel bills
- Personal effects (newspapers, periodicals, etc.)
- Commuting between home and office
- Repairs or towing of personal vehicles
- Parking and/or traffic violation fines
- Valet and/or laundry services
- Personal phone calls
- Life or Travel accident insurance premiums paid
- Airline/Travel club passes or memberships
- Payment for unused frequent flyer miles
- Gifts to individuals in lieu of meals and/or lodging