

Allegheny East Conference
YOUTH & CHILDREN'S MINISTRIES
REIMBURSEMENT GUIDELINES



1. All travel must be pre-approved before reimbursement is given.
2. Reimbursement forms must be submitted with receipts.
3. Miles reimbursement will \$.45 per mile.
4. Reimbursements must be submitted in monthly, by the 15th of the following month. NO reimbursement will be granted if the deadline is not followed.