

Guidelines for Requesting Reimbursement, Honorarium, and Invoice Payment

Following the guidelines listed below when requesting reimbursement, honorarium, or invoice payment will insure timely processing of payments:

1. Reimbursement

- Fill out a Payment Request Form with the required information:
 - a. full name and address
 - b. date
 - c. proper authorization by Chair unless Treasurer has been appointed
 - d. name of account to be charged
 - e. total amount
 - f. explanation of the expenses
 - g. make sure form is legible
- Attach all receipts, copy of invoice, and/or mileage detail to the Payment Request Form. (*note: the current mileage rate reimbursable by the Diocese is .56)

2. Honorarium

- The Diocese of Upper SC is required to file an information return with the IRS. As a result, individuals that are not employees of the diocese must complete Form W-9 in order to receive an honorarium.
- Print Form W-9
- Have payee complete and sign Form W-9. Honorarium checks cannot be released until this form is returned to Cynthia Hendrix at the Diocesan House.
- Fill out a Payment Request Form with the required information listed as a-g in the above reimbursement section.

3. Invoice

- Complete name and address of payee must be on invoice.
- Account to be charged must be written on invoice.
- Proper authorization by Chair, unless Treasurer has been appointed, must be on invoice.

Please fax (803-799-5119), mail (1115 Marion Street, Columbia SC, 29201), or email (chendrix@edusc.org) the reimbursement request, honorarium request, or invoice to Cynthia Hendrix at the Diocesan House. Checks will be written each Thursday and will be signed and mailed on Friday. Payment requests or invoices are due by Tuesday morning. Payment requests or invoices that are received late will be included in the following week's check run.

Please understand that it is the responsibility of each Committee, Commission, or Program Group to keep track of its budget and not to request checks exceeding the budget allotment. A report of income and expense detail will be provided upon request. Thank you.