

## **Guidelines for Requesting Reimbursement, Honorarium, and Invoice Payment**

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

**\*\*\*Important Note: Requests must be received no later than fourteen (14) calendar days after incurring expense. Under no circumstances will reimbursement be made for expenses submitted more than sixty (60) days after incurring expense. At year end all payment requests for that year must be received by December 15<sup>th</sup>.\*\*\***

### **1. Reimbursement**

- Fill out the attached Payment Request Form with the required information:
  - a. full name and address
  - b. date
  - c. proper authorization by Commission/Committee 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
  - h. Include commission minutes when applicable
- Attach all receipts, copy of invoice, and/or mileage detail to the Payment Request Form. (\*note: the 2023 IRS Mileage Rate is 65.5 cents per mile for business travel and 14 cents per mile for miles driven in service of a charitable organization). If receipt is for a meal, the purpose of the meeting and names of attendees must be written on the receipt.

### **2. Honorarium**

- The Diocese of Upper SC is required to file an information return with the IRS for individuals that receive \$600 or more within a calendar year. As a result, individuals that are not employees of the diocese must complete IRS Form W-9 in order to receive an honorarium.
- Print IRS Form W-9: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Have payee complete and sign Form W-9. Honorarium checks cannot be released until this form is returned to 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.
- Name of account to be charged must be written on invoice.
- Proper authorization by Commission/Committee Chair, unless Treasurer has been appointed, must be on invoice.

Please fax (803-799-5119), mail (1115 Marion Street, Columbia SC, 29201), or email the reimbursement request, honorarium request, or invoice to your Staff Liaison at the Diocesan House. Checks are written each Wednesday and will be signed and mailed on Thursday. It's the responsibility of each Committee, Commission, or Program Group to keep track of its budget and not to request checks exceeding the budget allotment. Thank you.