

**Lawrenceville Cooperative Ministry**  
**Accountable Reimbursement Plan**  
**(Approved April 2008)**

Resolved, that the Board of Directors of the Lawrenceville Cooperative Ministry (the Co-Op) establishes an accountable reimbursement plan to govern situations in which Co-Op employees and volunteers are reimbursed for expenses that they incur on behalf of the Co-Op. Reimbursements made under this plan are subject to the following provisions:

1. Reimbursements may be made to an employee or volunteer only for expenses that are incurred in connection with the performance of that person's work for or service on behalf of the Co-Op.
2. Prior to reimbursement, an employee must provide one of the Co-Op officers with a written statement of the date, amount, location, and the relationship of the expense to the ministry of the Co-Op; only those expenses approved in writing by one of the officers will be reimbursed to an employee.
3. Prior to reimbursement, a volunteer must provide the Co-Op's executive director with a written statement of the date, amount, location, and the relationship of the expense to the ministry of the Co-Op; only those expenses approved in writing by the executive director will be reimbursed to a volunteer.
4. Any employee or volunteer who receives a reimbursement greater than the incurred expense must return the excess amount within 30 days of its receipt.
5. No reimbursements to an employee shall be through any form of salary restructuring.
6. Checks to reimburse an employee or volunteer under this plan are to be signed by someone other than the person to whom the reimbursement is being made.