

# Potomac Conference Prison Ministry



## Financial Policy

Volunteers who travel to and from their local prison facilities for prison ministry activities may file for reimbursement in their federal and state tax returns. Therefore travel reimbursements through PCPM are for executive meetings only.

Each church prison ministry team should be responsible within its own church budget for expenses of its members volunteering in the local area.

Up to \$75 can be spent by any member of the administrative committee without prior approval. Reimbursement is based on submission of the Item Request form to the treasurer with receipts attached. Requests for additional amounts for special projects must be submitted to the finance committee in advance and in writing with projected budget up to \$400.

Projects in excess of \$400 are also to be submitted in advance, in writing and with projected budget to the finance committee who will present it to the board of PCPM at the next quarterly meeting for prior approval. After meeting meals for administrative committee members at the expense of PCPM may include a spouse or designated driver with prior approval of the treasurer. PCPM's cost for these meals is not to exceed thirty dollars (\$30) per pre-approved person.

Currently PCPM provides \$100 to inmates who are released from prison through the Re-entry

Ministry director.