

Volunteer Mileage Reimbursement Procedures

Low Country Ministries

1. Low Country Ministries, through the Savannah River Baptist Association, will reimburse all mission volunteers for ministry mileage in personal cars.
2. The volunteer rate of reimbursement will be \$.21/mile.
3. Low Country Ministries is responsible for providing transportation for North American Mission Board, South Carolina Baptist Convention, or state Baptist Collegiate Ministries assigned "Summer Missionaries" and "Sojourners." Because of this, Summer Missionaries and Sojourners will be reimbursed for ministry and commuting mileage. For example, if there is a LCM practice at First Baptist Church, Hilton Head, it is permissible for a summer missionary to include mileage to and from the church, as well as to a ministry location.
4. Innovators will be reimbursed for ministry miles only, not for commuting miles. For example: Mileage to First Baptist Church practice would not be included, but travel to the Running W Ranch for Mission Venture would.
5. Student volunteers are encouraged to travel together as much as possible to reduce travel costs. If there is a group ministry assignment away from Hilton Head/Bluffton area, use of First Baptist Church van should be negotiated.
6. Three mileage Charts and Volunteer Reimbursement forms are included in the staff-training manual. Use these to keep track of ministry mileage and reimbursement.
7. Volunteers should return their mileage charts and volunteer reimbursement form to the LCM supervisor at the last staff meeting before the twentieth of the month. Reimbursement checks will be written around the twenty-fifth of the month. Checks will be delivered at the staff meeting following this date.
8. Questions about mileage and reimbursement should be directed to the LCM supervisor.