

The Financial Policy and Procedures will be changed effective May 1, 2022, until December 31, 2022.

The change is for volunteer reimbursement from \$0.14 to \$0.30 per mile for the approved reimbursement items as shown below.

Financial Policy (FPP)

Page 27 Reimbursement may be made to any member of Kairos for the following reasonable expenses:

- Mileage for pulling the Kairos trailer is allowed at no more than \$0.30 per mile. (see note)
- Mileage to pick up Kairos Outside guest may be reimbursed at no more than \$0.30 per mile. (see note) Other transportation for Kairos Outside Guests per program manual (pg75)
- Mileage for one Kairos Outside person to attend closings at Kairos Inside or Kairos Torch to share about Kairos Outside may be allowed for mileage at no more than \$0.30/mile. (see note)
- Mileage for State Chair or other State Executive Team to travel to distant locations within their state for Kairos business may be reimbursed at no more than \$0.30/mile (see note)
- Advanced training registration fees and associated travel expenses (mileage at no more than \$0.30/mile (see note)) for approved Weekend Leaders or Observing Leaders. No personal checks for Advanced Kairos Training are allowed and the normal state booking process is required.
- Registration fees and travel expense for State Chapter Representatives, including International Council members, may be paid by the State Chapter Committee to the Annual Conference. (mileage at no more than \$0.30/mile (see note)) When registration/travel expenses are paid directly by the State Chapter account they are not reimbursed to the individual. The International Office will bill the state for approved Annual Conference attendees.

***Note:** Current law allows nonprofits to reimburse volunteers, on a nontaxable basis only, up to the charitable mileage rate of 14 cents per mile. Alternatively, volunteers are permitted to deduct their “out of pocket” expenses incurred in providing donated services – when those expenses are not reimbursed. Documentation of mileage is required by the IRS. If annual mileage reimbursement reaches \$600.00 then a 1099 must be submitted by Kairos for that volunteer.

Reimbursement will NOT be made for the following expenses:

- Transportation, including gasoline or mileage, for Kairos team meetings, Weekend and Post Weekend activities.