



MEAL REIMBURSEMENT GUIDELINES

Before the Semester Begins:

- Create a snack schedule before the first Small Group meeting
- A sample schedule is available for download at parkwayfellowship.com/small-group-leaders

Common Meal Arrangements:

1. One person or couple provides the meal or snack at every meeting
2. The group members sign-up to bring a meal or snack on a rotating schedule

Most groups will adopt option #2 and will sign-up on a rotating schedule to bring a meal or snack. This is the arrangement that is recommended.

Reimbursement for Meals

- Our reimbursement system allows \$25.00 per week to be put toward meals or it can be saved up and used in a single payout at the end of the semester (like if your group decided to have an end of the semester party).
- In order to qualify for the reimbursement, your group must submit an attendance report through the ChurchTeams system. **We will only reimburse for meals on the weeks that your group meets.**
- Let's say that your group meets for 10 of the 14 weeks during the semester, your group is eligible to be reimbursed for a maximum amount of \$250.
- Reimbursements will only be accepted 2 weeks after the semester ends.
- The procedure for reimbursement would follow these steps:
 - 1) The SG member would purchase the meal or groceries out of their pocket and would then submit the reimbursement form to us, along with a receipt
 - 2) The SG staff will verify your Small Group's attendance reports in ChurchTeams against the amount being requested and submit a check request on your behalf.
 - 3) The Parkway Business Office would then process the request and mail your check.