

Priest Accountable Plan 2022

What is an “accountable plan”?

In its simplest form, it is an expense reimbursement plan that allows employers to reimburse employees for business-related expenses. In order for the reimbursements to be tax-exempt, the expenses must be accounted for properly by documenting the purpose of the expenses and attaching receipts within a reasonable time period which we define as 60 days from the end of the reporting period.

IMPORTANT NOTE: It is no longer necessary to account for the reimbursement of the Archdiocesan provided automobile insurance because it is no longer being billed as a separate item by the Office of Risk Management.

Reminders:

1. Maximum **calendar** plan limit for 2022 is \$2,800 for all priests for accountable plan expenses.
2. A priest may submit evidence of expenses to more than one employer but is only entitled to a total annual reimbursement of \$2,800 for business related expenses per year no matter how many employers he may have. There should be communication among the priest and his employers regarding the amount of reimbursement paid by each employer.
3. “Qualifying business-related expenses” for purposes of the accountable plan include only: automobile mileage reimbursement, parking fees and tolls, **business** travel expenses, **business** meals and entertainment expenses, costs of clerical clothing such as vestments, and dues, subscriptions, books, and equipment used for **business** purposes.

If you have any questions pertaining to this documentation, please contact Sally Serbus at 314.792.7716 or sallyserbus@archstl.org.