

# MINISTERIAL REIMBURSEMENT BASIC GUIDELINES FOR MULTI-NATION FIELDS

Effective January 2016

## Reimbursable Expenses

- Travel expenses for work trips including
  - Airfare
  - Lodging
  - Out of town meals
  - International travel costs (immunizations, passport, visas, etc.)
- Work transportation (train/bus/taxi-fare, rentals, tolls, parking)
- For church-provided vehicle in the Multi-Nation fields:
  - Items charged to minister's MR budget: Gas, car wash, oil change and minor repairs below the equivalent of US \$50
  - Items charged to World Church budget: tires & major repairs, insurance and annual vehicle tax/registration above the equivalent of US \$50
  - Prior approval from International Services is needed for amounts exceeding the equivalent of US \$ 500 for cars and of US \$200 for motorcycles.
- For personal vehicle:
  - With approval from your field officer - The lesser of the applicable mileage/kilometer rate for use of personal vehicle or car rental for the same time period
- Business meals as defined in the policy
- Conference registrations (with approval from your field officer)
- Ministerial media & materials - books, videos, music, etc.
- Offerings away from home - Offerings made by staff to their local congregation or to the World Church are considered personal contributions and should not be submitted for reimbursement. When fulfilling ministerial assignments away from their home congregation, a staff member may make an offering and submit it for reimbursement. It is expected that such offerings will be nominal in nature.

## Office Expenses

Office expenses may be covered by your jurisdiction or field. If the field or jurisdiction covers cost of items below, please make payment/reimbursement arrangements with your jurisdiction or field.

- Basic Internet Service if this service is not available through your jurisdiction's office up to the equivalent of US \$50/month
- Cell phone service – reasonable as worked out with your field officer (e.g. 50/50 split)
- Office phone/long distance calls if not available at your jurisdiction's office
- Postage and shipping
- Office supplies
- Equipment – discuss with your field officer (cell phones, copiers, projectors, sound systems, etc.)

## General Information

- Copies of receipts are required for each expenditure. In some countries like Australia, Britain and Canada the Revenue Service may have different requirements. Please check with your Mission Center or Field Officer if there are different requirements in your country. (The Mission Center/Field Officer should inform HRM at [HRM@cofchrist.org](mailto:HRM@cofchrist.org) what the requirements are if they differ.)
- An MRR must be submitted for each month, even if there are no expenses for that month
- If you have a church-provided vehicle, you must keep a mileage/kilometer log and be prepared to make it available for audit each year.
- Many countries have regulations regarding personal use of a company car. Please make sure you adhere to the reporting requirements for personal use.
- The church allows up to 5,000 personal miles/8,000 kilometers each year on a church-provided vehicle. Please check with your field officer whether you can exceed the 8,000 kilometer and what it will cost you per kilometer if it is allowable.
- In most Multi-Nation fields your MR reimbursement will be sent together with your salary and other reimbursements by the 10<sup>th</sup> of the next month.
- Communications regarding your MR should be directed to your field officer or Dawn Pagat in International Services at [dpagat@CofChrist.org](mailto:dpagat@CofChrist.org) .