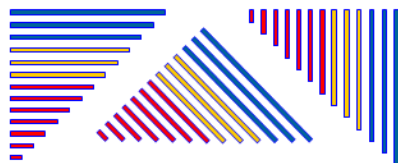

Board of World Mission Meetings

It is the practice of the Board of World Mission to house Directors and invited guests in homes during all meetings and retreats related to the Board of World Mission.

The only time hotel accommodations are considered a reimbursable expense is if no accommodations are available in homes.

If an individual chooses to stay in a hotel when accommodations in homes are available, they may do so at their own expense.

All other allowable expenses, as indicated in this brochure are considered reimbursable.



Applying for a Katrina Relief Grant?

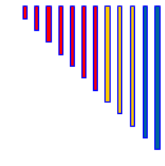
Only certain expenses are reimbursable. For details, procedures, and forms, please visit our website www.moravianmission.org

**I have more questions.
Who should I contact?**

**Board of World Mission of
the Moravian Church**

PO Box 1245
1021 Center Street
Bethlehem, PA 18016-1245

Phone: 610.868.1732
Fax: 610.866.9223
Email: lisa@mcnp.org
www.moravianmission.org



**Board of World
Mission of the
Moravian Church**

Financial Policies for a Board of World Mission Funded Trip



**Sending God's people
into the world**

Who can submit for reimbursement?

Board Directors and persons authorized by Board of World Mission (BWM) staff are invited to submit for reimbursement of BWM related expenses.

What is reimbursable?

Basically, expenses that pertain to travel, workshops and meetings.

These include, but are not limited to:

- Airfare
- Car rentals
- Meals
- Country taxes
- Taxi fees
- Hotel charges
- Parking fees
- Tolls
- Supplies for leading workshops
- Seminar/meeting registration fees

If reimbursement is sought for expenses not listed above, approval by BWM staff is first needed.

What is NOT reimbursable?

The following expenses are **not** reimbursable:

- Passport fees
- Immunizations
- Health-related expenses
- Personal time of service
- Room service (unless no other dining opportunities exist)
- Alcoholic beverages
- Movie rentals or other recreational activities
- Personal phone calls
- Expenses for travel companions not authorized by BWM staff
- Tours or excursions unrelated to BWM work
- Souvenirs
- Hostess gifts
- Offerings
- Other personal expenses

How do I get reimbursed?

- All requests for reimbursement must be submitted within 30 days of the return from your trip.
 - The designated reimbursement voucher must be submitted with ALL original supporting receipts/invoices attached.
 - Designated reimbursement vouchers may be hand delivered or mailed.
 - Designated reimbursement vouchers must be dated and signed. In the case of persons authorized by BWM staff, the BWM staff should sign the voucher.
 - Designated reimbursement vouchers should state the specific purpose for the reimbursement, meeting date, committee/board meeting, travel, etc. Details or further explanation should be provided as necessary.
 - A check will not be issued until all original supporting receipts/invoices are received.
 - All foreign currency conversions will be done by the finance office at the time the reimbursement check is issued unless charges are on a credit card, in which case a copy of the credit card statement indicating the currency exchange must be submitted with the voucher.
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