

# Acts 2 Foreign Missions

Below are quick links to the most common needs.

For any questions, email [acts2@reliant.org](mailto:acts2@reliant.org). We will answer all your payroll, reimbursement, or insurance questions. We'll pull in other teams as needed.

## Reimbursements:

1. [Project Fund Expense Submission Form](#)
2. [Acts 2 Reimbursement Parameters](#)
3. [Check the Status of a Reimbursement \(Toolbox\)](#)

## Payroll:

1. Payday is the 15th of the month (July 1-30 work paid on August 15)
2. Paystubs sent to Reliant or TV emails.
3. [Change your Direct Deposit \(Toolbox\)](#)
4. [Change Tax Withholdings \(W4\)](#)
5. W2 - Instructions will be sent to Reliant or TV emails in January

## Aetna:

1. [Review your Benefits Summary](#)
2. Submit a Claim
3. Add a dependent - email [benefits@reliant.org](mailto:benefits@reliant.org)

## Housing Expenses:

1. TV Countries receive housing costs as part of normal salary
2. Reliant Countries receive housing costs via [Grants](#).
  - a. Grant sent to Team Leader or Treasurer on 10th of month
  - b. Upload rent payment receipts to Google Drive
  - c. Receipts/Ministry Report Due in January & July
  - d. Notify Reliant to stop the grant
  - e. Can cover utilities and furnishings (that will stay with apartment)

## When to Notify Reliant:

1. [US Permanent Address Change](#) (i.e. the friend/family receiving your mail while abroad)
2. If you move back to the US - [US Contact Change Form](#) (we will need to reinstate state taxes)