

# Acts 2 Reimbursement Parameters & Processes

This page outlines what Acts2 Teams and Team Members can reimburse through Reliant. Because Acts2 Employees are fully-funded by their partner ministry, there may be additional guidelines regarding reimbursements than are described on Solomon or the Reliant reimbursement form.

## Parameters for Reimbursement

### Team Leaders & Team Treasurer May Reimburse

Ministry Expenses - Anything over \$300 needs to be approved by the FM Director.

- a. Resources (books/curriculum)
- b. Printing (fliers, discipleship materials, etc)
- c. Office Supplies/Equipment (purchased or rented)
- d. Venue Fees (if renting a space, equipment, chairs, etc.)
- e. Activities/Retreats (may include transportation - *if outside your city*, lodging, event fees)

*\*Community meals which are shared among team members is not considered a ministry expense and should come from personal funds. Meals with a specific ministry purpose (ex: an outreach event or meeting with a non-Reliant employee that you are discipling) can be reimbursed.*

### Team Members May Reimburse

1. Visa-Related Costs
  - a. Application Fees (documentation, processing fees, etc)
  - b. Visa Runs (When you need to exit the country to renew visa or re-stamp your passport)
1. Airfare
2. Lodging

*\*For visa runs, you may reimburse what is minimally required for renewing the visa. Any expenses related to time off or vacation during a visa run would come from personal funds.*

1. Language Acquisition
  - a. Tuition to a language school or university
  - b. Tutoring from an individual or language helper
  - c. Translator Fees

## Timing

1. Submit one reimbursement form per month.
2. Spouses should submit one combined form per month.
3. Pay Schedule
  - a. *Ex.* A purchase on August 1 that is submitted by August 15 will not be paid on August 31. It would be paid on September 20th or 30th.
  - b. There is no advantage to submitting multiple reimbursements throughout the month. Wait until the end of the month and submit them in one form.
  - a. Reimbursements submitted by the 15th will be paid on the last business day of the month.
  - b. Reimbursements submitted after the 15th, will be paid on the 20th of the next month.
  - c. Reimbursements are not paid in the same month you made the purchase.
4. Expenses must be submitted within 2 months of the month of purchase.
  - a. *Ex.* A purchase on August 15 must be submitted by the end of October.
5. Reimbursement status can be tracked on Toolbox.
  - a. If there is a delay in payment, check your original form to make sure you have responded to any requests for changes.
  - b. If your submission has gone past one month without payment, please reach out to [reimbursements@reliant.org](mailto:reimbursements@reliant.org)

## Process

**Begin a new form - [Project Fund Expense Submission Form](#).**

1. You must be logged into your Reliant Google account.
2. Never make a copy of an old form.
3. One form per individual or couple, per month.
1. **Enter your information in the General Info Section**
  - a. Project Fund Number : On the [FM26-27 Acts2 Onboarding Checklist - Google Sheets](#)
  - b. MTD Fund Number: On the [FM26-27 Acts2 Onboarding Checklist - Google Sheets](#)

- c. Classification: Employee
- d. Staff Level: International Worker
- e. Program Team: International

*Note: Non-employee reimbursements are submitted by Team Leader or Treasurer.*

#### **Upload Receipts**

- a. Required for expenses greater than \$75
- b. Team Folder > Reimbursements > Your Name > Month Folder
- c. Add the link to the "Month Folder" to line 26 on the form.
- d. Handwritten receipts are okay. Include the following:
  - i. Name of employee
  - ii. What was purchased
  - iii. Total amount paid
  - iv. Date
  - v. Type of payment (check #, cash, etc)
  - vi. Name of the store (or individual) who received the money

#### **Add Your Expenses**

- a. See the Expense Categories on page 3 to easily find the right section
- b. Expenses for children should be entered on the Personal Project Expenses Tab
- c. Expenses should be entered in the currency that is on the receipt.
- d. For expenses without a receipt (under \$75), you may choose USD or local currency.
- e. When adding meal expenses, please include the name of the restaurant or store in the description.

#### **Submit your Reimbursement**

- a. In any cell, add a comment that says "Submit".
- b. Your form is already shared with Reimbursements. When they see the comment, they will know it is ready to be processed.
- c. Check your Reliant email regularly. This is where you will be contacted if there is a question about the form.
- d. Check the "status" bar for updates on your submission.
- e. Reach out to [acts2@reliant.org](mailto:acts2@reliant.org) with any questions.

#### **Receiving your Reimbursement**

- a. Reimbursements are paid on the 20th and last day of the month.
- b. Reimbursements are always deposited to your US bank account.
- c. If you need a quicker payment, email [acts2@reliant.org](mailto:acts2@reliant.org)
- d. Any taxable portion (ERB) will come on the following paycheck.
- e. You will receive a "paystub" for reimbursement payments in your email, but you will notice there are no taxes taken out.

## **Expense Categories**

This breakdown will show where each item appears on the Reimbursement form. For more information about each type of expense, or any unique requirements for documentation, you can visit - [Expense Recovery Standard](#).

#### **International Worker Expenses**

- Visa Fees/Documentation
- Language Classes
- Translator Fees
- Tutoring

#### **Technology Expenses**

- Equipment
- Equipment Rental

#### **Travel & Events**

- Hotel/Lodging
- Flight
- Rental Car
- Travel Meals
- Event Facility Rental
- Outreach Trip Fees

**Office Expenses**

- Office Supplies
- Printing & Copies

**Other Work Expenses**

- Meals/Groceries
- Books
- Supplies
- Other