

Employee Reimbursements During an Event

Reimbursements for purchases made as a Reliant Employee during your time at a summer program or event

- For employee event reimbursement (to be paid out of the account the employee is responsible for) please follow the instructions below for what is allowed to be reimbursed.
- If those purchases are being paid for by the event fund see [Reimbursements for the Event Fund](#).
- For meals during the event see [Per Diem During Events](#) and for international event meals see [Participant Allowances](#) (See also [Event Meals Reimbursements](#))
- To reimburse your event program fee see [Conferences, Retreats, and Events](#). If you need to pay your event program fee see [Event Fee Payments Made by Reliant Employee](#)

What can be Reimbursed During My Time at a summer program?

Employees can reimburse through the MTD account they are responsible for ([on a normal reimbursement form](#)) travel to and from the Reliant summer program (as long as the location of the program is over 100 miles from where you live). These travel expenses could include a flight out to LT, mileage to LT that is over 100 miles one-way, travel meals along the way, tolls, etc.



The event fund is not used to reimburse travel to or from the event for employees or event directors attending the program. Employees may choose to reimburse travel from the account from which they are responsible for when it is a ministry-related expense. See [Travel](#) for more details. (See also [LT Subsidies](#).)

Speaker travel is reimbursable using an event fund, but typically a speaker is given honorarium to then use the account for which they are responsible for to reimburse event travel. See [Speaker And Church/Ministry Honorariums for Events](#) for more details.

Also reimbursable during the employees' time at the event are typical MTD ministry purchases... Stamps, envelopes, prayer letter printing, donor meals, etc. Some examples with ministry purposes are listed below.

Items that can not be reimbursed to employees after arriving at the Reliant Summer Program include:

- Meals throughout the day (remember, those are covered by Per Diem see [Per Diem During Events](#))
- Also see [Event Meals Reimbursements](#)
- Mileage around town that is less than 100 miles one-way (remember, that is covered by your Ministry Expense Bonus!) (The exception to this would be if for example an employee is driving to the airport to pick up a speaker for an event, the event fund is allowed to reimburse you for that expense, but it can not be reimbursed by a employee fund).



If you need to purchase supplies for the specific summer program, you would typically reimburse those through event advance reimbursement directly the event finance administrator or if the event if not using event advances then you would reimburse it using the event fund. See [Event Advance Purchases by Field Staff](#) and [Reimbursements for the Event Fund](#) for details.

Examples with Ministry Purposes:

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| Mileage Driving to and from LT: | Driving out to Colorado LT in Estes Park, CO to serve in my role as main worship leader for the summer program. This is my mileage for intially going out to LT. Driving out to Colorado LT in Estes Park, CO, to serve as my role in set-up team. I have to drive back and forth between the LT location and my home three times to help set-up the event including housing logistics and stage/music set-up. |
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| Travel Meals driving to and from LT: | Driving from my home to Colorado LT, dinner stop along the way. This lists my cost of food for this dinner. The portion that was for my spouse and kids, is listed in the Taxable section. |
| MTD Meal while at LT location: | Met with John Smith, a current donor, while at my LT location in Colorado. I updated him on my campus ministry, along with how LT is going here in Colorado. I got to update him on what activities we are doing at LT. |
| Supplies for LT (asked to purchase by Director): | Purchased flashlights, as requested by my Colorado LT Director, for part of a team-building and encouraging game we played at night with the participants. |