

Collegiate Conference Reimbursable Items

Below are common expenses Reliant Field Workers incur from traveling to the annual Collegiate Conference.

Please feel free to use the table below when completing your reimbursement forms.

i *Children are taxable.* There have been years when children were not taxable, and a specific children's ministry program was happening within the conference. There is no program for children, so any expenses will be taxable if you choose to bring them.

Typical Expense:	Is it Reimbursable?	Not Reimbursable:	Example Ministry Purpose:
Conference payment	Yes, this is reimbursable for Reliant Field Staff and Associates. The conference payment would be taxable for spouses not associated with Reliant. Please be sure to include your registration receipt. You should have received an email with a receipt for the event payment after registering for this event. If you did not receive an email receipt, please email events@reliant.org.	If you've completed an internal transfer to cover the cost of your conference payment, then you wouldn't need to submit for reimbursement. The transfer will come directly from the account you're responsible for, and you didn't pay anything out of pocket.	"Conference payment to attend Collegiate's annual staff conference, which is required for my role."
Meals, snacks, or groceries purchased to eat during the week of the conference	Yes, meals for Reliant Field Staff and Associate spouses who are participating fully in the conference are reimbursable. Spouses not participating in the conference and any children's meals would have their meals reimbursed taxably. Groceries purchased for a non-Reliant spouse and any children would be taxable. It might be helpful to calculate a per-person price if a portion of the groceries are eaten by the spouse associated with Reliant (their food would be non-taxable).		"Bought groceries for myself and family members (includes 2 kids) to eat during the week of the Conference. Kids portion is listed in the taxable section, with a per person price."
Snacks or meals "after conference hours" while meeting with other Reliant Staff	Yes, ok to reimburse in Meals.		"Snack meal out during out of town conference." (Since this is out of town, we don't particularly need as many specifics like we normally require for meals. i.e. details on discipleship time, fellowship, etc)
Off-site Lodging	Off-site lodging is reimbursable and non-taxable for the employee. A receipt is required on your reimbursement form. Reliant Field Staff food is non-taxable. Non-Reliant spouse and children's food is taxable.		"Off-site lodging needed for my spouse and children, as there is no lodging for children at conference center (site of Collegiate Staff Conference)"
Group Events during the conference (ex. Annual Collegiate Invitational Golf Tournament)	Yes, it is to reimburse in the Meals section. That is where we list recreation expenses. It would also be ok to reimburse another type of recreation expense (bowling, etc). Kids recreation expenses would be Taxable. Spouse recreation expenses for those not associated with Reliant would be taxable.		"Payment for Annual Collegiate Golf Tournament. I played with a team of other Reliant Field Staff, as a team building activity."
Transportation from the airport to the hotel (taxi, rental car and fuel, etc.)	Yes, transportation from the airport to the conference center would be reimbursable in the Travel section. Expenses like a taxi or shuttle service for transportation, can be reimbursed. Also, rental cars and associated fuel expenses for the rental car can be reimbursed. Note - a receipt is required for a car rental with your reimbursement request.		"Rental car expense. I rented a car to use for transportation during the week of the Collegiate Staff Conference, along with transportation to and from the Detroit airport."
Mileage from your home to the conference, if you are driving your own personal vehicle	Yes, mileage would be reimbursable if the mileage is over 100 miles one-way from your home. Please do not count the first 50 miles (each way), as that is considered personal mileage.	<ul style="list-style-type: none"> Not reimbursable if your mileage is less than 100 miles one-way. The first 50 miles are considered personal mileage. 	"Traveled a total of 426 miles round trip from my home in Columbus, OH to the Conference Center in Michigan, for the Collegiate Staff Conference."