
REIMBURSEMENT FORM

Name _____ P00 _____

Team _____ Year _____

Address _____

Phone (____) ____-_____

Email _____

All receipts must accompany this form. Please make a copy of your receipt for your own records. Reimbursements will be processed two weeks after the participant arrives home from their missions trip. If the amount of the receipt is greater than the amount in your account, you will only receive what is in your account and not the full receipt amount.

Please mail this form and your receipts by **August 31st** to:

Reign Ministries
Attn. Finance Department
5401 West Broadway Ave
Minneapolis, MN 55428

Or

Scan and email form and receipts to:
accountingagent@reignministries.org

Questions? Call 763.535.9555

REIMBURSEMENT POLICY

To qualify for an expenditure reimbursement, a participant must have extra dollars in their account once all financial obligations for the mission trip have been met. All reimbursements must be submitted to the Finance Department at Reign Ministries by August 31. All receipts must be included. *No checks will be cut for reimbursement prior to team's arrival home.*

For an expenditure to qualify for reimbursement, it must be purchased specifically for the trip and for the participant specifically, not a parent/guardian accompanying a participant, that a person would otherwise not have to, or be required, to purchase. Therefore, articles such as clothes, camera, cosmetics, toiletries, eye care, are not reimbursable because these items are either non-essential (camera) or would be used were the person to remain at home (even if you purchase travel-sized items). Also, reimbursements must be for items paid for by the participant specifically, not as support raised costs (visa, fuel surcharge).

Reimbursable Items Include:

Travel: Domestic airfare and baggage fees, travel insurance, Visa (if paid for by participant only), gas (if driving)

Camping Equipment: sleeping bag, backpack, sleeping mat, Nalgene, passport holder

Health: Vaccinations required by Reign Ministries; prescriptions specific to the needs of the country (i.e. malaria meds for Africa)

Non reimbursable items include but are not limited to:

Doctor visit for physical, camera, toiletries, clothes, eye care (glasses, contacts, etc.), food, passport, postage, support raising events (dinners, desserts, etc)

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Due by August 31st (same year of travel)