



To: Tim, Doug, Ben, Chad  
Cc: Sherry  
From: Beth Roberts  
Date: November 9, 2010  
Subject: **Conferences, Tuition Reimbursement, Mileage Reimbursement and Budgeting**

### **Read this and you may get a smile on your face!**

It is possible that expenses for conferences, tuition reimbursement and mileage reimbursement could be reinstated for 2011. I am adding these areas back in to the preliminary budget and we'll see how it goes.

There are requirements and policies for all three of these areas. You can't just fly by the seat of your pants here, you each need to take a bit of time and do some planning. I have attached the policies and forms for your convenience for your review.

If you would like to take advantage of these possibilities, you **MUST** request it for the budget NOW. No unbudgeted requests will be considered in 2011.

So, if you know that there is an awesome one-day conference that you've been dying to go to and you want to take two team members, read the processes and plan for it now.

All conferences and tuition reimbursement is budgeted together with a cap of \$1,000 per each minister per each area, and Tim controls that budget.

Funding for conferences for non-staff team members would be listed in the individual team ministry budget. Your expense as a minister would be included in the conference and tuition budget.

***No promises.*** Adding this back in to the budget allowing the maximum would be twice as expensive than the equivalent of giving everyone on church staff a 3% raise (no promises here either! This is an example). If something has to be cut, these will be the first area to be trimmed or eliminated, ***and your honest input of how you may or may not use the funds is critical.***

If you would like an intern, you must also request one if you want them to receive any budget funds. That expense is budgeted under salaries, not team ministry areas.

Sherry is reviewing the proper procedure for mileage reimbursement. Either way, whether you intend or don't intend to use this line item, please turn in a budget form labeled mileage indicating your intentions. If you won't use it, or if you will only use 200 miles a month instead of 500, we can adjust the budget to reflect reality.

**If forms requesting funds are NOT turned in, NO FUNDS will be budgeted for YOU for conference, tuition or mileage reimbursement.**  
Extra budget forms are in the team ministry mailbox.

**DEADLINE: November 17**