

UWM Tithe Pool Procedure

(For travel and lodging reimbursement for Ministry Teams such as)

- Submit a request for pre-approval from UWM Administration prior to event. There is no pre-payment. A reimbursement will be made determined by the actual receipts only.
- If traveling, there is up to 50% eligible reimbursement for: coach transportation (no upgrades or amenities qualify), hotel (Standard or discounted room rate) and registration (if required), not to exceed \$2,000.00 in a calendar year. If driving, the IRS volunteer mileage is \$.14 per mile.
- Unity Worldwide Ministries does not reimburse for the following: Spousal travel, travel insurance, meals, alcohol, extra baggage, early bird check in. Travel arrangements made within the airlines 14 day discount window for travel do not qualify.
- All receipts must be submitted to Admin. & Finance Department immediately (within 45 days) after returning from travel for reimbursement from Tithe Pool. Check Disbursements are made on the 7th and 21st of each month. Any receipts received after 45 days of event will not be considered for reimbursement.
- All Ministry teams are eligible for reimbursement from the UWM Tithe Pool. Task teams must have written preapproval.
- Requirements for reimbursements:
 - Actual receipts are required for reimbursement
 - Written preapproval from the department head
 - UWM check request should be completed and attached to the document by UWM staff

Reimbursement request for funds from UWM Tithe Pool

Return this document within 45 days of the event. Reimbursement is for up to ½ of the approved expenses, if funds are available. Be sure to attach receipts not credit card statement. Documents can be sent to sforrester@unity.org

Your name: _____

Event: _____

Dates of event: _____

Is this a required event: _____

Air fare \$ _____

See guidelines for qualified

Lodging \$ _____

Expenses.

Ground
Transportation \$ _____

Total \$ _____

Mail Check to: _____

Email address: _____

Signature: _____ Date: _____

Printed name: _____

Approved by Department Head _____ Date: _____

Office use Completed UWM check request must accompany this completed form.

Receipts & Forms received within 45 days? _____

Check # _____ Date _____

Department _____