

EVANGELISM REPORTING GUIDELINES

1. Receipts, canceled checks, and bank statements: A complete report consists of the Evangelism Expense Report Form and the related receipts. It is not necessary to submit the expense report with any canceled checks or bank statements unless there are missing or no receipts to serve as proof of the reported expenses.
 - Receipts for gift cards given to people must also include the name of the recipient and the purpose of the gift card.
2. Per Diem & Mileage: Per Diem should only be paid when an individual is away from home overnight. A record of total miles driven must be attached, including the dates, places traveled, and purposes. If reimbursing for gas instead of mileage, gas receipts must be attached.
3. Entertainment and meals: Eating out must be kept to a minimum. Receipts for eating out must include the names of the people eating and the purpose of the meeting.
4. Musicians and Speakers: All service wages can be paid through the Conference or through the local church. They must complete a W-9 or a W-8 form before payment is issued. If the church decides to pay these categories of people directly, the church is then responsible for filing the 1099 as needed per the IRS. Another form may be necessary for BIBLE WORKERS (contract).

UNACCEPTABLE REPORT ITEMS

1. Maintenance of the church does not qualify as an evangelism expense. Church maintenance expenses are to be paid from the local church budget.
2. Church electric and utility bills also do not qualify. These items are to be paid for by the local church budget.
3. Repairs to personal automobiles do not qualify as evangelism expenses. This includes Bible workers' personal automobiles.
4. If the church is currently renting a building, the rental fee qualifies as an evangelism expense only when additional fees are charged for the church to use the building beyond the usual renting schedule.