

OPERATION BARNABAS SUPPORT MONEY POLICY

Please read this carefully before requesting reimbursement of OB funds:

1. All money received in the office will be credited to the account of the team member indicated.
2. Only after the full amount required by the office has been received (base cost of \$3089 plus \$100 confirmation deposit), will we begin to transfer funds or allow for requests for reimbursements.
3. Money that exceeds the support total of \$3089 may be reimbursed to the family for the items listed below. Receipts are required in order for us to be able to reimburse for these expenses, except for team shirts.
 - a. **For transportation** - to orientation and home after the ministry is over. Record is needed of the number of miles traveled by car, airline ticket receipt, etc.
 - b. **For outfits** - required for Operation Barnabas. This would include the OB outfit (dress, shirt/pants, T-shirts) that is **required**. For example, we only **require** one T-shirt of each style. If the team member chooses to purchase more, **only one** would be subject to refund. Reimbursement is not included for accessories purchased to be worn with the OB outfit (shoes, belts, etc.) or any additional clothing not required for OB.
4. Please submit only **one** request for refunded money. **Please hold refund requests until all original receipts are collected. Submit as one request, so one check can be issued.**
5. Before reimbursement is possible, an **ORIGINAL INVOICE** (not a photocopy, if possible) must be on file in our office. This is for tax purposes. We are not able to issue reimbursements without receipts except for items ordered through the OB office (ie OB T-shirts)
6. If, after the above expenses have been reimbursed, there is still money left in a team member's account, it can be:
 - A) applied to another OB team member's account
Note: extra funds may not be transferred to a non-OBers Momentum registration.
 - B) donated to the OB Scholarship fund
 - C) applied to the OB General account

Note: Due to IRS regulations, no donated monies can be returned directly to an individual team member without receipt and verification as a ministry related expense.

Each team member receives donor reports for the purpose of thanking donors as well as knowing when your needed support level has been reached. It is the responsibility of each team member to notify his/her church and donors when his/her necessary support level has been reached.

7. All requests for reimbursements must be made by September 1, 2010. Accounts will be cleared by this date and reimbursement will no longer be possible.

IMPORTANT: REPORTING OB COSTS

Your support letter and any other communication to supporters can include only the support amount given you by CE National in the "finances due to CE National are \$3089" statement. If any additional cost for ministry related expenses are requested (ie. transportation to orientation); it must be listed separately as to what the expense covers and the dollar amount. (ie. transportation to orientation - \$300).

Any additional costs (outside of transportation to orientation and your OB outfit/shirts) which are added to a support letter must be cleared first by CE National to assure it qualifies as a ministry related expense.