

Rate Chart

Auto mileage rate for ministry	\$0.54 per mile
Meals while on a ministry trip can be reimbursed either at: 1) actual cost, or 2) per diem for meals and incidentals (including tips) during the first 15 days of a trip (www.gsa.gov) <ul style="list-style-type: none">If using rates specific to your location, then you must submit a print out (attached to reimbursement) of the page on the GSA website indicating per diem rate.	Based on Location
Standard Rates	\$51.00 per day
For day 16 and beyond of a trip	\$26.00 per day
Cell Phone Expenses	
<ul style="list-style-type: none">Full Time Associate / EmployeePart Time Associate / Employee	ministry % of total bill \$35.00 max
Internet service provider fee (max. monthly amount)	
<ul style="list-style-type: none">Full Time Associate / EmployeePart Time Associate / Employee	\$55.00 \$20.00
Gift to Supporter (max. amount per giving family)	\$100.00
Books / Periodicals for personal ministry development (maximum amount per year)	\$500.00