

Financial Information

TRIP EXPENSES

1. You are responsible for generating your entire trip expenses, whether by donation from others or your own personal tax-deductible contribution.
2. Cost:
 - a. Expenses which are paid by *[insert organization's name]* through finances you generate include: visa, airfare, lodging appropriate to country, meals (in country and during travel to and from), drinks with meals, tips (for the above mentioned meals), and necessary transportation to all group activities, taxes, unexpected team charges, and tolls.
 - b. Your personal costs and expenses which you must provide for and which are generally not deductible: passport, passport photos, clothes, travel needs, souvenirs, postcards, stationery, postage, telephone calls, unexpected personal charges, snacks and drinks at times other than meals, medical care (check your own insurance policy), and personal expenses.
 - c. All finances which are given to *[insert organization's name]* qualify for a tax deduction.

TRIP LEGALITIES

1. It is acceptable (and advisable) to send out support letters explaining your intentions and requesting donations.
2. In order for individuals to receive a credit for donations, contributions must be made to *[insert organization's name]*, designated to you on a separate piece of paper. Your personal name should *not* appear on the check (such as a check made out to the order of *[insert organization's name]* nor your name on the "memo" line). The check must be made out only to *[insert organization's name]*, and only "mission outreach" may appear on the "memo" line.
3. When *[insert organization's name]* receives finances indicating your name, the amount will be credited to your account.
4. Any donations which exceed your expenses will be directed toward team expenses, or another team member's expenses. (You are normally consulted if you have a particular team member that you wish to help.)
5. All tax-deductible donations must be used for the actual trip and not for personal expenses.
6. It's suggested you respond quickly to your donors with a note of appreciation.
7. It's strongly recommended that you keep an accurate journal/diary of the trip. This could be helpful to justify to the IRS that your activities were ministry-

oriented. This will also help you and your donors who have contributed to the team.