

INTERNATIONAL WORKER TRAVEL REIMBURSEMENT

As per the WPA Choice Tour Manual the church is responsible to: *“Provide the international worker an honorarium/love offering as well as travel expenses (currently \$0.25 cents/mile). This should be given directly to the international worker.”*



WPA District Office
of the C&MA

Living the Call Together

International Worker portion:

Date: _____

Name: _____

Miles traveled (roundtrip) : _____

Tolls/travel expenses (attach receipts): _____

Church portion:

Miles traveled (roundtrip) x \$0.25 \$ _____

Tolls/travel expenses \$ _____

Total Reimbursement = \$ _____

Note to Treasurer: For tax purposes, if you make out **one** check, please delineate the amount for mileage and the amount for honorarium/love offering on the memo line i.e. Memo: \$50/mileage \$150/honorarium.

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