

OREGON CONFERENCE OF SEVENTH-DAY ADVENTISTS

PROFESSIONAL ENRICHMENT

2017 – EXPENSE REPORT

For event/purchase for which employee has obtained prior approval on Continuing Education Request Form

Name _____ Today's Date _____

Event Title _____ Location _____

Seminar Date _____
Beginning _____ Ending _____ One-day Seminar _____

EVENT

TUITION OR REGISTRATION FEE \$ _____
ATTACH RECEIPTS

LODGING \$ _____
Number of nights _____ X \$ _____ (Limited to \$80 per night / 7 night maximum)
(If using a travel trailer, the equivalent of room charge will be paid.) *ATTACH RECEIPTS*

PER DIEM (For meals) \$ _____
Number of days at 2 or more meals per day _____ X \$50 = \$ _____
Number of days at 1 meal only per day _____ X \$25 = \$ _____

TRAVEL (Use the least costly amount, either air fare or mileage driven): \$ _____
Mileage – for seminars within the North Pacific Union *ATTACH RECEIPTS IF AIRFARE*
Number of miles driven _____ X 40¢ = \$ _____ *OR OTHER FARE IS PURCHASED*
Air Fare – Economy Coach *(ATTACH RECEIPTS)*

No. of CEU's (10 contact hours = 1 CEU [Continuing Education Unit]) _____ **CEU's**

ITEM PURCHASED _____ \$ _____
(ATTACH RECEIPTS)

2017 EXSEED CONVENTION *(ATTACH RECEIPTS)* **\$400 MAX REIMBURSEMENT** \$ _____

TOTAL EXPENSES \$ _____

AMOUNT TO BE REIMBURSED BY CONFERENCE \$ _____

Signature of Applicant _____ Date _____ Ministerial Director _____ Date _____

RETURN TO:

MINISTERIAL DEPARTMENT
OREGON CONFERENCE OF SEVENTH-DAY ADVENTISTS
19800 OATFIELD ROAD
GLADSTONE, OR 97027
FAX: 503-850-3460
EMAIL: trish.ballard@oc.npuc.org

OREGON CONFERENCE OF SEVENTH-DAY ADVENTISTS

2017 GUIDELINES FOR PROFESSIONAL ENRICHMENT REIMBURSEMENT

BASIC GUIDELINES:

100% reimbursement—up to a maximum of \$300 (part-time pastors' maximum is \$150)—based on:

- ▶ Registration Fee / Tuition
- ▶ Travel—Air fare OR Mileage @ 40¢/mile
- ▶ Lodging—up to \$80 per night (7 nights maximum)
- ▶ Per diem—Current rate is \$50 for full day (2+ meals per day); \$25 for ½ day (1 meal per day)

In the event the major class does not cost \$300, expenses for additional classes/events may be reported. Combined reimbursement for these classes/events and the primary class/event will not exceed \$300.

Individuals who wish to begin a degree program may obtain a copy of the Guidelines for Advanced Study from the Ministerial Office. Permission to enroll in an advanced degree program must be obtained from the Administrative Council, in advance of enrollment.

Approval for any event is based on available funds – first applications are considered first until funds are depleted.

A candidate will be given up to one week per year to attend classes. Any additional time must be taken as vacation time.

PROCEDURE:

1. Pastor sends **“Professional Enrichment Request to Attend/Purchase”** form to the Ministerial Director for approval.
2. After pastor has attended the class, he/she submits the **“Professional Enrichment Expense Report”** form to the Ministerial Director for reimbursement authorization.
3. Unusual seminar requests will be submitted to the Professional Enrichment Committee which is called when needed.

ADDITIONAL:

1. **In addition** to the basic \$300, the Oregon Conference will **match** any expenditure made by the Pastor that is beyond the basic \$300—up to a **total match of \$200**. Potentially this could provide the pastor up to \$500 in Professional Enrichment funds from the Conference in a given year.

Here's what that looks like:

- If you attend an event that costs \$600, the Conference will pay the first \$300. You would pay \$150 and the Conference would match you with an additional \$150. (Total: \$600)
- If you attend an event that costs \$700, the Conference will pay the first \$300. You would pay \$200 and the Conference would match your \$200 with an additional \$200. (Total: \$700)
- If you attend an event that costs \$1,000, the Conference will pay the first \$300. You would pay \$500 and the Conference would kick in an additional \$200. (Total: \$1,000)

2. **No restriction** will be placed on what Professional Enrichments funds may be used for, provided it is “Approved” by the Ministerial Director* as professionally benefitting/enriching to the pastor's ministry experience and effectiveness.

Professional Enrichment funds could be used to purchase technology (computers/iPads/iPhones/Smartphones), software, books, and CDs/DVDs, as well as for costs associated with attending seminars or taking online classes.

In order to receive reimbursement you must make advance application for the purchases on the **“Professional Enrichment Request to Attend/Purchase”** form. Once approved, you may make your purchase. After your purchases have been made, you must also submit a list of the items you purchased on the **“Professional Enrichment Expense Report Form”**, supplying the title/s, author/s, and the price/s **with accompanying receipts**.

**Some requests may be reviewed by ADCO before approval is granted.*