

Teachers may be reimbursed for mileage and purchases within S&I policy

Reimbursements:

- We request that all reimbursements for Fall Semester **be submitted by December 1** and Spring Semester by **June 1**.



- **Mileage:** (If desired) You may be reimbursed for your mileage to and from home to seminary/in-service meetings. The reimbursement amount is **\$.14 per mile**. This amount is set by the IRS. Please fill out the electronic form on your computer. It calculates for you nicely!



- **Supplies:** Each Teacher may be reimbursed for up to \$50.00 per school year for supplies they purchase for their seminary class. Team teachers EACH have \$50.00 for supplies. If you are a new teacher who started mid-year, you also have \$50.00. No food will be reimbursed with this money. Some examples of reimbursable supplies from the policy manual are:

- Classroom supplies including HDMI cords, computer cameras for virtual class, teacher manuals and seminary student manuals, journals, paper, stationary, envelopes, pens, pencils, markers, folders, other office supplies, copies, printing, printer ink and cartridges, copy paper, toner, transparencies, non -stamped postcards, etc. Purchases from websites selling Doctrinal Mastery cards and supplies will not be reimbursed. *We cannot reimburse scriptures purchased for your students, or as class copies. We cannot reimburse for Zoom accounts. Wards and Stakes should be able to help with scriptures and Zoom accounts. Please contact them. If you aren't sure if something is reimbursable please ask your coordinator before purchasing.



- **Activities:** Your coordinator has also given each Class \$1.50 per student per semester to reimburse for food, approved activities, etc. This money is by class – not by teacher. Both teachers may be reimbursed, but only up to the budget for their class (\$1.50 per student per semester.) **Gifts and gift cards cannot be reimbursed** from this fund. Your stake or ward may be able to help with gifts or gift cards. If you aren't sure if something is reimbursable please ask your coordinator before purchasing.

Required Forms:

1. **Payee Set Up Form** – If you wish to be reimbursed as a teacher, this form must be filled out and sent to us. It only needs to be sent in once during your time of teaching. When you have filled it out and turned it in, the information will remain on file until you are released or no longer need it. Some of you have already turned in this form so you won't need to do it again – ask me if you don't remember. These can be filled out, **signed**, and scanned to us or mailed. Bank information is preferred for direct deposit reimbursement, but it is not required. Checks can be sent to you by mail. We will shred the original form when the information has been entered. You may send this form in any time, but it will need to be in place before we can reimburse.

2. **The Reimbursement Request:** This form is used for both travel and purchase reimbursement, and both should be included on the same form. This form will need to be filled out completely and signed by you. Whenever possible, this form should be completed electronically with a PDF reader. It will calculate your reimbursements for both travel and purchases. You may need an additional form to show all your travel (this form only has space for 3 months). Include any additional completed forms. After your form is complete, use an electronic signature or print and sign it. **You may scan and email all forms if they are signed.** If you have electronic receipts (from Amazon purchases, etc.) you may email these receipts. If you have paper receipts from store purchases, you may scan them to us, but we will need the original receipts before the reimbursement can be approved. Please mail original paper receipts to me at the address below.

The Payee and Reimbursement forms are attached to the email with this document.

Here is a link to instructions on how to fill out the reimbursement form.

<https://www.churchofjesuschrist.org/help/support/seminary-and-institute/nonemployee-reimbursement-form-instructions?lang=eng& r=1>

If you would like to be reimbursed for travel, **you must include a map of your route. Just copy one from Google Maps, MapQuest, or other map services, showing your route. Include the map with your travel reimbursement by emailing or mailing it in.

***Email documents to:**

Diana Reed

Reeddj@ChurchofJesusChrist.org

***Send original receipts to:**

Diana Reed



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Please let me know if you have questions!

Thank you!