

GUIDELINES FOR UMVIM TEAMS USING FUND 9643

Team Leaders, thank you for being a vital part of the East Ohio Conference UMVIM mission to be the hands, feet, and heart of Jesus in the world!

Here are the steps to follow if you send mission journey funds to the conference, please share any relevant information with your team members:

SEND FUNDS FOR DEPOSIT TO:

East Ohio Conference UMC Attn M. Thomas
8800 Cleveland Ave. NW
North Canton, OH 44720

BE SURE TO PUT FUND 9643, LOCATION, AND DATE OF TRIP IN THE CHECK MEMO. Example:

Fund 9643, Puerto Rico, Jan 2020

We need these details to keep track of which funds are for which team! Melanie Thomas in Connectional Ministries can send you a report on funds received for your trip upon request.

REQUESTING FUNDS:

Send an email to Mariellyn Grace mgrace@wocumc.org and cc Melanie Thomas mthomas@eocumc.com with the following information:

- Amount requested
- Location & date of trip
- Purpose (i.e. airfare, lodging, etc.)
- Supporting documentation (i.e. invoices, receipts, written estimate from a vendor or contractor, etc.)
- Payable to and mailing address (even if we are not mailing the check we need an address)

CASH ADVANCES:

Team leaders can request a cash advance to take on the trip, just be aware that receipts must be provided after the trip. If you have a smartphone, we suggest free receipt management app that enables you to take pictures of the receipt and add notes so you remember what it was for.

REIMBURSEMENT:

If you've already paid for something and are seeking reimbursement, follow the same steps as you would for requesting funds, but let us know it's a reimbursement.

Once Mariellyn approves the request, Melanie will prepare a check voucher to submit to the Treasurer.

This process can take 2-3 weeks as checks are printed once a week, then you need to allow time to move through the mail, so please send requests early!

UNUSED FUNDS:

If a team does not use all the funds collected for a trip, the team must decide whether they want a refund or if they want it donated to the mission site.

Thank you for helping us all be good stewards of our financial gifts by following these best accounting practices! If you have any other questions, contact Mariellyn Grace, Director of Mission Engagement, mgrace@wocumc.org

