

Name _____ Date _____
Address _____

Purpose of Trip, Event or Purchase _____

Date _____ Destination _____

Expense:

Travel/Airfare	\$	
Lodging	\$	
Per Diem	\$	

Travel/other	Amount	\$ _____
Tuition Fees	\$	_____
Books/Tapes	Amount	\$ _____
Equipment	\$	_____
Total	\$	_____

Signature of Employee

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**FLORIDA CONFERENCE OF SEVENTH-DAY ADVENTIST
PROFESSIONAL ENRICHMENT ALLOWANCE**

(OVERSEAS TRAVEL/SEMINAR)

ELIGIBILITY & CREDENTIAL REQUIREMENTS

1. Ordained and Licensed Ministers
2. Employees with Commissioned Ministerial Credentials/Licenses
3. Teachers with Professional Certificate

PURPOSE

The Professional Enrichment Allowance benefit is designed to enrich the employee professionally.

POLICY PROVISIONS

1. The employee is eligible to draw against this fund after one year of service in the Conference.
2. Accrual rate is \$400 per year beginning at point of eligibility. Total amount in the employee's fund cannot exceed five (5) years or \$2,000.
3. In the event of a transfer to another conference, there are transfer-credits to the calling conference within the Southern Union only. There are no cash benefits to the employee.
4. Overseas travel time must be vacation time and any time taken for a seminar/workshop in excess of four (4) days must be vacation time.
5. This form of intended benefits, properly completed, with appropriate receipts will negate taxability. This allowance is not taxable if properly requested and appropriate receipts submitted. Allow up to two weeks for processing.
6. A retiring employee may utilize any remaining credit within one year of retirement. This credit cannot be received as an advance, only as reimbursement with appropriate receipts.
7. These funds may be used to purchase equipment such as computers, ~~cell~~ cell phone, etc. for use in their work. Equipment purchased with professional enrichment funds will be the property of the employee.