The events planned by the Initiative Leaders are designed to advance the Kingdom of God through collaborative engagement in identified arenas of mission and ministry. The Initiative Leaders are led by the ACNA West Facilitator who has been selected by the ACNA West bishops to manage and give support to the common work of the ACNA West dioceses.

**Initiatives Determine Budgetary Support for Reimbursement**

The ACNA West is structured around initiatives with budgeted events and services provided according to budgeted planning. When Initiative budgets support reimbursable expenses, all requests for reimbursement will be sent to the ACNA West Office, c/o Anglican Diocese of San Joaquin, 1300 E Shaw Ave. #174, Fresno, CA 93701 or via email with attached request to Raul Villa, our ACNA West Financial Officer, at [Raul@acnawest.org](mailto:Raul@acnawest.org). If you are uncertain if your request is reimbursable, please contact the Initiative Leader for your event for clarification. The Initiative Leaders are:

Deacon Erin Giles Examining Chaplains and Exams erin@ACNAWest.org

Kristi Heffron Misconduct Office kristi@ACNAWest.org

Cn. Justin Read Smith Church Planting cn.justin@ACNAWest.org

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lay Equipping

Bp. Keith Andrews Bishops Collegiality bp.keith@ACNAWest.org

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clergy Formation

Bp. Clark Lowenfield Replication

**Covered Expenses and Basic Parameters for Funding**

While each event may be budgeted differently, there are generally two categories of expenses that should be considered. They are: Should an event be budgeted for reimbursement for travel, expenses may be remunerated with the costs associated with the event itself and the transportations costs while in transit.

1. Events Costs
   1. Registration fee
      1. Lodging
      2. Food
2. Transportation/Travel Costs (generally reimbursable when budgetarily supported)
   1. Airfare
   2. Automobile rental
   3. Personal vehicle use reimbursement

If an event has a registration fee that is charged, it will generally cover the lodging and food for the participants in the event. The Initiative may or may not reimburse participants for the cost of the event and may have budgeted with the intention of waiving the registration fee for one or more participants. Please contact the Initiative Leader when uncertain. Continuing education expenses, should they be incurred, will be reimbursed at the budgeted amount.

When possible, the Initiative Leaders will request budget assistance for the event costs but will very likely be unable to secure budgetary support for transportation costs. In this case, the Initiative participants will cover their own transportation costs to and from the event, while ACNA West will cover the costs of participating in the event itself.

**Budgeted Expense Reimbursement**

Receipts for all reimbursable expenses (Lodging, Transportation, Food) shall be accompanied by a receipt and completion of the ACNA West Expense Reimbursement Form. The ACNA West Finance Office may reimburse only according to the budget of the Initiative. If there are any questions related to the expectation of reimbursement, please resolve the question prior to incurring the expense by contacting the Initiative Leader for the event in which you are participating.

**Personal Vehicle Use Reimbursement**

Initiative participants who use their own vehicles for an ACNA West event that is supported budgetarily, and who provide proper documentation of that use, will be reimbursed at an amount equal to the current mileage deduction rate permitted by the Internal Revenue Service. Initiative participants operating vehicles while en route to or from an ACNA West event should be aware of and comply with all statutory requirements for the operation of motor vehicles in the states where transit is required for an event, have the minimum insurance coverage required by the State in which the car is rented and/or driven (California requires $15,000 for injury or death of one person per accident, $30,000 for injury or death of two or more persons per accident, and $5,000 for property damage per accident), a valid driver’s license, and keep accurate records of actual reimbursable mileage driven according to IRS guidelines.