

Clemmons UMC
Finalized Record of Mission Expense

(This report should be sent to the CUMC Discipleship and Outreach Minister within 30 days of completion of ministry initiative, along with copies of receipts in English showing how grant money was used.)

Mission Destination _____

Country _____

Departure Date ___/___/___ Return Date ___/___/___

Numbers of Team Members _____

Team Leader Name _____

Address _____

Cell Phone _____ Work Phone _____

Email _____

Indicate all that apply:

___ Bible school ___ Construction ___ Disaster Recovery

___ Youth/Young Adult ___ Medical ___ Other _____



Final Report of Expenses*

Project Funds:

1. Construction Funds _____
2. Gifts in Kind (total value; attach a list) _____
3. Other _____
- Project Funds Total** (sum of lines 1-3) _____

Team Expense:

4. Transportation: ___ Airfare ___ Bus ___ Other ___ _____
5. Transportation at site** _____
6. Enroute Lodging** _____
7. Lodging _____
8. Enroute Meals _____
9. Meals _____
10. Cultural Expenses *** _____
11. Insurance & Fees _____
12. Communication _____
13. Orientation _____
14. Other _____
- Team Expense Total** (sum of lines 4-15) _____

Type of Housing _____ Cost per day per person \$ _____
Meals prepared by _____ Cost per day per person \$ _____
Transportation _____ Cost \$ _____
Translator provided? _____ Cost \$ _____

** In-country if international destination

***Tours and/or cultural activities

**Grant Recipients must supply receipts for ALL expenses.*

MOST Grant Recipients are required to appear at the next scheduled meeting of MOST after completion of the Mission to elaborate on the following points

- Objectives of the Mission – Accomplished?
- Method of Orientation prior to the trip - Successful completion?
- Summary of the Mission/Current Status of Project
- Resources (tools, equipment, medical supplies, etc.) on site
- Other Resources Needed/Used
- Evaluation of Housing, Meals, Local Transportation

Address the following points about your ministry/initiative:

- What is the overall purpose of this ministry/initiative and how does it align with the vision and mission of CUMC?
- Describe how this grant will help CUMC fulfill God's calling for missions in the local community and beyond? What specific outcomes are expected?
- Describe the people you will be in ministry with through this proposal. (Who is your target audience) How will God's kingdom be advanced through this ministry?
- How will this initiative create intentional opportunities to help people grow in their faith and share their faith stories with others?
- What is your team plan to prayerfully support this ministry? How will your team engage others in a prayer initiative that invites God to lead you?
- How does/will your team intentionally equip others for ministry/service?

Address the following points concerning strategy for budget, spending, funding and long term sustainability:

- Describe your strategy for this initiative with specific goals, timeline, benchmarks and measurement for the first 6-18 months? How will you know you are succeeding?
 - What is your total budget/spending for this mission initiative? How will the requested funds be used in context of the overall budget/spending for this mission initiative?
 - When and how will funding be needed?
 - Is this an initial request? If not, please describe how prior granted funds were used and the outcomes achieved.
 - What is your strategy for long term sustainability of this mission project? Do you have a funding strategy?
 - Financial Concerns
 - Plans for Debriefing
 - How can Clemmons UMC better support your team?
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