

MINISTRY DYNAMICS – REIMBURSEMENT PROCESS

To be reimbursed for ministry expenses, download the reimbursement form at the Ministry Dynamics web site. A form for tracking mileage is also available – a copy of the log book you currently use for tracking mileage can also be submitted.

Complete form and attach copies of the receipt. Electronic copies are ideal. Send form and receipts to:

**Ministry Dynamics
c/o Iola
PO Box 33914
Portland, OR 97292
iola@ministrydynamics.org**

When the expenses are reviewed and approved, a check will be sent to you. The process should take 3-5 business days.