

## EXPENSE ANALYSIS (4-11 MONTHS)

*Assemblies of God World Missions*

Please report on this form how all retained funds (money given directly to you and not reported to AGWM) were spent). This form is due in the AGWM MAPS office immediately after the completion of your assignment (*no later than December 10 to be receipted in the current year*). Depending on the circumstances, you may need to complete multiple expense analysis forms for your MAPS assignment.

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_ Date \_\_\_\_\_

College \_\_\_\_\_  College Team Member  Intern

Permanent Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_ Home Phone \_\_\_\_\_ College Phone \_\_\_\_\_

Place of Assignment \_\_\_\_\_

Dates of Assignment \_\_\_\_\_

Missionary/Pastor/Director Assigned To \_\_\_\_\_

### **Contributions Retained by Volunteer**

MAPS volunteers may only retain funds to cover immediate expenses (travel to assignment, visa, passport, etc). Report any retained donations and how they were used. Attach the white copy of the temporary receipts and submit all other funds to AGWM.

**Total Contributions Retained by Volunteer** \_\_\_\_\_

### **Expenses To and From the Field**

*Receipts must be attached for ALL expenses.*

Travel \_\_\_\_\_

Hotels and Meals \_\_\_\_\_

Passport, Visa, Vaccinations \_\_\_\_\_

Airport Parking, Taxi, etc. \_\_\_\_\_

### **Other Expenses**

Other Expenses  
*Please list*

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**Total Reportable Expenses for this Assignment** \_\_\_\_\_

### **Excess Funds**

Donors cannot be receipted for funds retained by the volunteer in excess of ordinary and necessary travel expenses. If contributions related to travel exceed expenses, then the excess should be returned to AGWM. Attach a check payable to AGWM MAPS.

**Amount of Excess Funds Returned** \_\_\_\_\_

**Return form with enclosed check to: AGWM MAPS**  
1445 North Boonville Avenue, Springfield, MO 65802