

How to Use this Spreadsheet Form

(note: this form is for non-North American Missionaries only
North American Missionaries please download the form especially for you)

First, gather the information together. You will need:

1. Of course, all receipts and records from this vacation
2. A copy of your previous vacation requests in order to determine:
 - a. How many vacation days you used last year.
 - b. How many vacation days you have used so far this year.
 - c. How much of your vacation allowance was used last year, and what amount remained unused.
 - d. How much of your vacation allowance has already been used this year, and what amount remains unused.

By hand or by computer

If you wish to fill this sheet out by hand, first click on the "Handwritten" tab below, and print the form out to fill out and mail to us.

However, the easiest way is to fill this out on your computer first, and then print and mail it to us, or preferably e-mail the whole file to us as an attachment. Of course, the receipts would still have to be mailed, but we would still prefer to get this file as an e-mail attachment. If you wish to do that:

1. Note that there are several sheets on the tabs below, called "Vacation 1," "Vacation 2," etc. These are meant to allow you to come back and fill out the forms for additional vacations throughout the year without having to go back and reduplicate information, and look up information about prior vacations.
2. **Please use one file for the whole year, but start with a new file at the beginning of each calendar year.** After you have filled out the "Vacation 1" sheet for this year, save the file with some name you can remember like "2002 Vacation Reimbursements" and then send the file to us. When you take your second vacation this year, then open the same file, fill out the "Vacation 2" sheet, resave it, and send a copy to us, etc.

And, now to the form itself

Note that you need to fill out the yellow boxes (or gray, if you are filling out by hand a form printed in black and white). There are also two sections that are only filled out for special circumstances, and these boxes are green (or darker gray).

The first section is to find out how many days you are eligible for.

If you are using the computer, it will do the calculations for you. If you are doing it by hand, note that a vacation day is really an overnight. In other words if you leave on Friday and return on Saturday, that is one day, not two.

Line 6 is for new missionaries only, including short termers who will be here longer than 6 months. In counting weeks on the field, round off to the nearest full week (i.e. a week and 3 days = 1 week; a week and 4 days = 2 weeks). Note, if you have transferred to Taiwan from another TEAM field, you are not considered new. However, you should consider any vacation time you took before arriving in Taiwan and report that on Line 4.

Note also that vacation is not defined by reimbursement. Vacation is 4 or more nights away from your station for non-ministry purposes. If a friend takes you on a vacation and pays all your expenses so that you don't ask for reimbursement, that is still a vacation (and should be applied for ahead of time as normal). At the same time, taking off for a day or two is just normal offday, and cannot be reimbursed, but also don't count against your eligible 31 days. However, we will call one night away from children for couples a vacation, because we want to encourage it and give reimbursement for it. Yes, sometimes this is nebulous, but we have to just do our best to figure out what it seems like. If it looks like a duck, walks like a duck, etc. then we'll have to call it a duck even though it might sometimes be hard to know for sure.

Therefore, *note that you may need to fill out section one, even if you don't need to fill out section 2*, if someone else is paying for your vacation (would that we could all be so lucky), or if you have already taken the full financial allotment you are eligible, but still want to take more time off (and you still have days remaining) at your own expense. We still need to keep up with vacation days taken.

The next section is to determine your reimbursement

Your reimbursement is based on your expenses (Line 21) and also on the size of your family, ages of family members, whether you have off-island dependents who will join you for this vacation or who have already had a vacation(s) totally at least a week with you this year, whether you took at least 14 days of vacation last year and if so, whether you still have unused funds left over from last year, and whether this is your first year in a Ministry Area with TEAM. The questions here are designed to put all that together, and most should be pretty self-explanatory. However, note the following:

Line 10. Don't include off-island dependents here. You will report them on Line 13.

Line 13. Remember that to count them here, they must be joining you for this vacation of over 1 week, or have already joined you for at least 1 week of vacation this year.

Lines 15 & 16. Only for new missionaries, to figure a deduction which prorates the vacation allotment available

Line 17. This number tells us what amount you are eligible for this year, without considering what you have already used, or what may be left over from last year.

Line 19. If you are filling out the form by hand, follow the instructions as written. If you are filling out the Excel form, the message here will vary depending on whether the number on Line 9 is 14 or greater. Follow those instructions as written.

Line 20. This line does not exist on the handwritten form, as it is not needed. This is not an error.

Line 21. This is how much money you have available for this and later vacations this year

Line 22. List everything that you can get a receipt or other good documentation for.

The first two lines are for the airfare for off-island dependents who will be joining you for a vacation. The amount entered here is the actual cost of the airfare up to a maximum of NT\$ 25,000 per person. List each dependent separately.

If you are vacationing in Taiwan, just skip the currency part and enter the amount in the right column.

If you are vacationing outside of Taiwan, put the foreign amount in, an abbreviation for the currency used, and then the exchange rate in their respective columns. Note that for the exchange rate, give the rate as NT\$ per one foreign currency unit. For example, you should write 35 for an exchange rate of NT\$ 35 to US\$1, instead of US\$0.029 to NT\$1. Use the rate that you were given when you changed money, or for credit cards, use the posted rate.

If you are filling this out on computer, *don't enter anything in the right column except expenditures that were paid for with NT\$*, otherwise you will overwrite the formula used to calculate the NT\$ amount for you. Once you have entered the foreign amount and the exchange rate, it will figure the NT\$ amount for you. If you are doing this by hand, you will have to make these calculations yourself.

If you drive your *ministry owned vehicle*, in order to avoid being taxed twice, and ensure correct reporting, it is important that you record your vehicle expenses as follows: In your log book in your car, your vacation mileage is recorded as ministry mileage. Gasoline purchased and tolls paid for on your vacation are reported under vehicle operation expenses on the back of your day journal. (Do not list gasoline costs and toll costs on the sheet requesting reimbursement for your vacation.) Then, on this form just below the line for off-island dependent airfare, write in the kilometers driven and the rate per km based on your vehicle's engine size. Multiply those two numbers (for example - 700 km x NT\$ 6 / km) and put the total (NT\$4200 in this example) in the NT\$ amount column. This is the total cost to run your car, including tolls and gasoline. Then, **go back to your Day Journal and list this total amount for vacation mileage on line B under vehicle operation expenses - Reimbursements received from others. Be careful not to omit this last step.**

Line 24. Check the amount on Lines 20 and 22 and enter whichever is less.

Line 24. If line 20 was greater than Line 22, then subtract to find out how much you still have available to you for vacations later this year, or which can be carried over until next year.

Then, sign the form (you don't have to sign if you send it by e-mail attachment), put your account number in the blank and tell us whether you want this amount credited to your #5 account or deposited to your postal account. Send the receipts to the Accounting Supervisor in the Taipei office and that's all.