Work Recuperation Reimbursement Request Form
(for Non-North American Missionaries Only)

If Using Computer Form, Enter Data in Yellow or Green (optional) Boxes Only

Name:

Vacation Time Calculation

1. Vacation location:

2a. If this vacation is taken as a couple:
Vacation dates **(minimum 4 nights, except for couples overnight getaway):** to **Couple's Total**

2b. If this vacation is taken without the wife:
Vacation dates **(minimum 4 nights, maximum of 1/3 of total days taken (or planned) this year or 8 days whichever is less):** to **Husband's Total**

2c. If this vacation is without the husband:
Vacation dates **(minimum 4 nights, maximum of 1/3 of total days taken (or planned) this year or 8 days whichever is less):** to **Wife's Total**

3. Total vacation days counted this time **(1 day = 1 overnight)**

4a. Total couple's vacation days already taken this year, previous to this vacation.

4b. Total husband's vacation days already taken this year, previous to this vacation.

4c. Total wife's vacation days already taken this year, previous to this vacation.

"Note: Single spouse days cannot exceed 1/3 of days taken together to a maximum of 8 days. By requesting reimbursement, the missionary is asserting sufficient additional vacation is planned for later this year"

	Husband	Wife	Couple	
5. Total vacation days now taken this calendar year **(Add lines 3 and 4a, b, and c)**				

6. *For New Missionaries Only:*

a. **If this is your first year in TEAM**, on what date did you arrive in Taiwan?

b. How many weeks were you / do you expect to be here in the Taiwan Ministry Area?

7. Total vacation days available for this year **(31, except for new missionaries, who should divide Line 6b by 52 and then multiply by 31)** 31

8. Total vacation days remaining this year **(Subtract Line 5 from Line 7)**

Vacation Reimbursement Calculation

9. Total vacations days taken last year

10. Number of persons in your family who will be age 12 and over this year **(excluding dependents in college):**

11. Number of persons in your family under age 12:

12. Total base funds available yearly **(NT$ 25,000 per person 12 and over, NT$ 17,500 per person under 12)**

Adustments

Special Adjustments	
13. Number of dependent children in college **Note: only available if they join the family for at least one week vacation this year, including this vacation.**	
14. Off-island Dependent Allotment **(25,000 per person)**	
15. Prorated deduction of Off-island Dependent Allotment for new missionaries **Subract Line 6b from 52, multiply by Line 14, divide by 52**	
16. Prorated deduction for new missionaries **Subract Line 6b from 52, multiply by Line 12, divide by 52**	

17. Adjusted yearly funds available for this year **(Line 12 + Line 14 - Line 15 - Line 16)**

18. Total funds you have already used this year

19. If you took at least 14 days of vacation last year, then list any funds unused that year, or the amount on Line 17, whichever is less. If you did not take at least 14 days vacation last year, then enter "0" here.
See line 24 of your last Reimbursement Form for last year, however, cannot exceed amount on Line 17.

20. **Total funds available to me [line 17 minus line 18 plus line 19]**

21. **Itemized list of vacation expenses (room, food, travel, entertainment, babysitting)**
Note: You must provide proper receipts for all expenses. See detailed explanation on reverse.

Date	Item Detail	Foreign Amount (if applicable)	Currency	Exchange rate (NT$ / foreign currency unit)	NT$ Amount
	Airfare for First Off-island Dependent **(Actual cost, but maximum of 25,000)**				
	Airfare for Second Off-island Dependent **(Actual cost, but maximum of 25,000)**				
	Ministry Vehicle Use ____ km x ____ NT$/km				
Important: Please add the final NT$ Amount for Ministry Vehicle Use from the line above to your *Day Journal - Vehicle Operation Expense - Reimbursements Received From Others* !!					

22. **Total Expenses** ____

23. **Total Reimbursement Requested** (Total Expenses or Total Funds Available, whichever is less) ____

24. **Total Funds Still Available for this Year** ____

Name ____ ____ Signature

Acct. # 54- ____ Credit to #5 ____ (or) Send to Postal Account # ____

Note: Proper receipts are required. If you can't get a proper receipt, you may have to bear that expense personally. Proper receipts are as follows:

1. In Taiwan, Government Unified Invoices (GUI, shou jyu) with TEAM's tax number (tung yi byan hau) are required whenever possible. Show your card and try to get them to give you this receipt.

2. Some stores, even though they do give GUI's, nevertheless cannot enter our tax number. In this case ask the store to stamp the receipt with its chop (gai dyan jang).

3. For buses, trains, and airfare, you must keep your tickets! If you bought from a travel agent, keep your receipt also.

4. In Taipei, taxis will give receipts. Ask for them.

5. If you can't get a receipt (taxis outside of Taipei, food stalls), either pay this expense personally or fill out a payment requesition form from the office.

6. Outside of Taiwan, still save all receipts, ticket stubs, and any documentation you can get.

7. Recognize that there may be some things that we may not be able to reimburse you for, because the auditors may not accept the documentation as sufficient, and be thankful that we can reimburse you for as much as we can.