

St. Patrick Catholic Faith Formation

Religious Education of Children
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Religious Education Congress Volunteer Reimbursement Guidelines

We are pleased to, once again, offer an opportunity for Catechists and Aides from our parish to attend the annual RE Congress in Anaheim. In order to provide a flexible and value added experience, it has been decided to allow the individuals who are traveling the opportunity to make their own travel arrangements. St. Patrick Parish will provide reimbursement of the associated and approved expenses upon completion of the travel. Refer to the guidelines, listed below, for specific information.

Please notify the Director of Faith Formation of your desire to be considered for this reimbursement opportunity. Interested? Please express your interest no later than Thanksgiving break. A maximum number of attendees will be determined according to current budget restrictions. First consideration will be given to Catechists.

- ♣ *Registration Fee:* Each individual needs to register themselves in order to select the sessions desired. The early registration fee registration of \$70 will be reimbursed upon submission of receipt and proof of attendance. www.recongress.org
- ♣ *Transportation:* A travel allowance of \$100 will be reimbursed per air ticket or car being driven upon receipt of ticket, shuttle receipt or gas receipts.
- ♣ *Accommodation options:*
 - Faith Formation will reserve and pay for rooms if attendees are sharing with other attendees from our group.
 - If you choose to travel with other friends or family members - or would like your own room - a set rate of \$75 p/p, p/night, (x 3 nights maximum), will be reimbursed upon receipt of paid invoice.
- ♣ *Meals:* Expenses for meals will not be reimbursed.

Important note: A maximum of \$395 will be reimbursed to each individual upon approval of attendance from the Director of Faith Formation and receipt of required documentation. *Please be sure to have approval from the Director of Faith Formation prior to making travel arrangements.* Once you have received notification that your attendance has been approved, a form will be provided to allow you to meet the required guidelines for reimbursement.