

Policies for Expenses and Expectations for Plenary Speakers at Missions Fest™

This document has two purposes:

- 1. How to handle expenses which may incur.*
- 2. A code of conduct, while participating as a Plenary Speaker at Missions Fest™.*

Preamble. This conference is operated by volunteers, many of whom are professionals who give freely hundreds of hours to see the vision of Missions Fest fulfilled. To make sure that everyone can attend, the general admission is free.

1. Honorarium. Historically, Missions Fest has given our invited plenary speakers an honorarium for the ministry given during the weekend. It is reviewed annually by the Board of Directors. If a sponsoring church invites one of our speakers for a Sunday service, the church is responsible for all expenses and an honorarium. The bookings of such arrangements are done through the Missions Fest office. Our honoraria are paid in Canadian funds unless otherwise requested.

2. Air Travel. Missions Fest takes responsibility for return air fare, economy class. Spouses are welcome at their own expense. Ticketing is recommended after both parties have consulted on the best arrangement and price. If the speaker has an itinerary that does not consist of a simple return flight, Missions Fest will pay for a fair proportion of the whole flight. Payment is made to the speaker when full documentation is provided i.e. copies of the air tickets.

3. Airport Parking. If airport parking is necessary at the city of origin, Missions Fest will reimburse upon receiving the receipts. If the flight itinerary is not exclusively for Missions Fest, a fair proportion will be paid.

4. Airport Shuttle. If an airport shuttle is necessary at the city of origin, Missions Fest will reimburse upon receiving receipts.

5. Accommodation. Missions Fest provides and arranges for hotel accommodation located at the conference centre. The speaker's room will accommodate one or two persons at no extra cost to the speaker. Additional expenses such as telephone calls, fax messages and room service is the speaker's responsibility.

Hotel designated:

 Name:

 Address:

 General Location in the city:

 Telephone:

 Email:

 Website:

Sometimes speakers prefer to be placed in the home of a friend. This preference needs to be communicated to Missions Fest well in advance of the conference.

6. Food. We will provide a food allowance per day, or portion thereof, for the days he/she is serving Missions Fest. Receipts for food are necessary for reimbursement.

7. Photo Copies. If handouts are necessary, we would appreciate original documents being sent to us 30 days in advance of the conference. A photocopier is available for short runs at the on-site office. If reimbursement is requested for pre-run copies, we will pay on an agreed amount per copy.

8. Telephone Calls. Missions Fest is not responsible for long distance telephone calls.



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