

SEND U.S. Technology Reimbursement Guidelines for Appointees & Missionaries

SEND International has the responsibility to equip its missionaries with necessary tools for their ministry and will provide computer resources as needed. We recognize that missionaries have individual preferences and experience with various types of computers, software and other technology. Our focus is to find a balance that will allow for an appropriate amount of individuality and also recognize the need for SEND to:

- Demonstrate control and wise direction over how donor money is allocated for these expenses.
- Limit the breadth of options that must be supported by the home office.

In light of these considerations, the following guidelines will determine what SEND U.S. will reimburse missionaries for their SEND personal-use electronics:

1. Computer:

In order for a computer purchase to be covered by outgoing expenses, the computer must be purchased under the guidelines provided by the Information Systems department as laid out in the [SEND USA Computer Replacement Policy](#). Purchases made without that approval may be rejected for reimbursement.

Please use the [SEND USA Computer Replacement Policy](#) item #3 when considering a computer purchase; it provides details for the following options.

- a. A standardized system may be purchased by SEND and shipped to the missionary, with their expense account directly charged.
- b. Or, an alternative system may be purchased (such as a Mac or a cheaper PC). This option provides limited in-house technical support.

While Information Systems has the right to specify and limit the amount reimbursable, a general guideline is for **laptop packages to not exceed \$1,500 for a PC and \$2200 for a Mac**, including standard OS & Office software, an appropriately sized USB hard drive or flashdrive (such as for backups), standard peripherals, and a case.

If the missionary wishes to purchase a system that is beyond standard specifications, they may either do so and be reimbursed only to the limit of what is considered standard or they may purchase the computer with personal money (extra features and non-standard hardware won't be supported internally.)

Logic: Information Systems can only support a limited scope of technologies. Should the equipment need to be returned for usage in the office, a standard system can then be maintained. Also, in-house technical support is usually the most cost effective approach to purchasing and maintaining standardized equipment.

2. Printer:

A printer to accomplish SEND-related business (newsletters, correspondence, etc) can be **reimbursed up to \$250**.

Logic: Special printers (photo-exclusive printers, high-end media printers) are usually personal benefit items and are not reimbursable. Ink for SEND business purposes is a separate reimbursable expense.

3. OS (Operating System) and Office software:

If the missionary is able to use a previously owned or personally purchased computer system, they may elect where applicable to upgrade to the current OS and Office package. This is reimbursable **ONLY IF the software is purchase through the Information Systems department**.

Logic: Information Systems can provide this software at a great savings to SEND.

4. Camera/memory:

A camera with reasonable memory to accomplish necessary SEND-related business (newsletters, correspondence, etc) can be reimbursed **up to \$250**, total.

If the missionary wishes to purchase a unit that exceeds necessary specifications, they may do so and be reimbursed only to the set limit.

Logic: Special cameras (high megapixel, long zoom, movie capable, etc) and large storage cards are usually personal benefit items and are not reimbursable.

5. Other:

- a. Projectors, video equipment, external hard drives, etc. are either largely personal benefit items or field related expenses. Should a field request the missionary to raise funds for such items for the field ministry, approval from the field to adjust the individual FRC must be granted ahead of time.

Trading Dollars:

This is not a budget. Each category above is self-contained. That means that electing to buy a desktop instead of a laptop doesn't release an extra \$500 in the "budget" to purchase a bigger/better printer/camera/etc. Each item should stand on its own for reimbursement justification. Each category has been set to provide justifiable amounts for SEND business needs.