Submitting Point-to-Point Requests for Work & Witness Travel Expenditures*

*Only those assigned as users on the Funding the Mission application can complete the following process. For more information about gaining access, please contact your district office.

1. After logging in to the application, click on Point-to-Point Giving in the left-hand toolbar.



2. Once on that page, click the New Point-to-Point Request link on the right-hand side of the page.

Point-to-Point Giving Totals	0
Approved Point-to-Point Balance: \$0.00 Pending Point-to-Point Balance: \$0.00 Declined Point-to-Point Balance: \$0.00	
Point-to-Point Submitted Requests	New Point-to-Point Request
No Point-to-Point requests are available for this Assembly Year.	

3. Enter the gift amount and gift type and select "Work and Witness" from the *Receiving Ministry* drop-down menu.

\$0.00		
Cash	•	
Compassionate Ministry Center	-	
Compassionate Ministry Center NewStart Church District Project Nazarene Bible College Nazarene Theological Seminary Other Work and Mittages		Cancel Next Step
	20.00 Cash Compassionate Ministry Center Compassionate Ministry Center VewStart Church District Project Vazarene Bible College Vazarene Theological Seminary Dther Vork and Witness	

Note: Be sure that the selected Assembly Year selected is correct before you hit Next Step.

Assembly Year	
2011-2012	•

4. On the next page you will see a check box called "Reported as Income?" There is an explanation of this step in the right-hand margin. In short, only check this box if your church is *already including* the funds when you report income on the Funding the Mission application.

Reported As Income?*		(see side note)
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5. Enter the receiving ministry name and provide a gift description (the more detail, the better).

Receiving Ministry Name	
	*
Gift Description	
	-

6. Make sure that the email address in the *Contact Email Address* field is correct; this person will be the main point-ofcontact during the approval process.

Contact Email Address*	

7. Hit Submit Request.