Event and Travel Reimbursement Policy for Speaker Ambassadors

Iron Rose Sister Ministries (IRSM) serves to equip, encourage, and empower women in English, Spanish, Portuguese, and multilingual contexts throughout the Americas. This mission is done through in-person and virtual events, as well as physical and digital resources.

IRSM Speaker Ambassadors are given the opportunity to travel and to attend events as appropriate depending on the scope and size of the event, the location of the event, and the Ambassador's availability. Based on the specific event and Ambassador, travel expenses may be covered by the event host, IRSM, a supporting congregation, or individual(s). Below are travel guidelines and pay/reimbursement guidelines:

As a rule of thumb:

- Travel will be coordinated by and/or reimbursed by the ministry. If an Ambassador is flying to an event, the flight will be purchased by IRSM. If she is driving, mileage and tolls may be submitted for reimbursement following the event. Mileage will be reimbursed at the IRS (Internal Revenue Service) mileage reimbursement rate.
- Housing will be provided by the ministry (either secured with a partner at their home, booked by the event host, or booked by IRSM). Ambassadors can expect to share rooms but have an individual bed. If an Ambassador decides to not stay in the provided housing, their housing cost will not be reimbursed.
- If an Ambassador is traveling with an IRSM Staff member, her meals will be purchased on a ministry credit card whenever possible. U.S. meals will have a maximum per diem rate as listed on gsa.gov per location. International meals will have an appropriate maximum rate based on the travel location. IRSM will cover 3 meals per day for Ambassadors. If an Ambassador is traveling without an IRSM Staff member and a ministry credit card is unavailable, the Ambassador can purchase and be reimbursed up to the listed guidelines. Additional treats outside of the three meals (ex: afternoon ice cream or coffee, etc.) an Ambassador decides to purchase will not be covered by the ministry.
- Event registration (both for IRSM hosted events and/or non-IRSM hosted events) and all related benefits will be covered by the ministry.

Ambassadors must submit their travel expenses for reimbursement to IRSM upon return. Original receipts, scanned or photographed, must be submitted no later than 30 days following the Event Date, using the IRSM Expense Report and Mileage Report provided by IRSM Staff.

Note: IRSM is aware that each travel scenario is different. We strive to communicate expectations in advance and recognize that these guidelines may not always come to fruition. Our goal is to adhere as closely to these as possible, while maintaining open and honest communication with our Ambassadors on a case-by-case basis.

Compensation: Compensation for Speakers will be determined by the Speaking and Travel Priorities Committee and communicated by the Operations Manager. Compensation will be based on the location (country), the Speaker's experience, and the amount charged to the local church for the class(es).