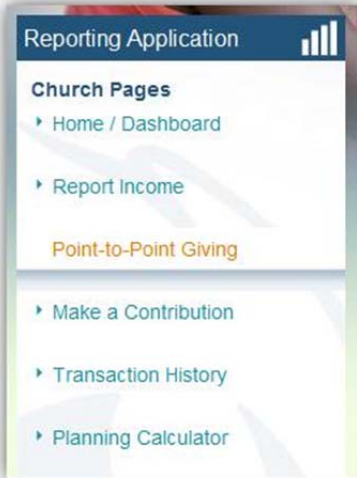# Submitting Point-to-Point Requests for Work & Witness Travel Expenditures*

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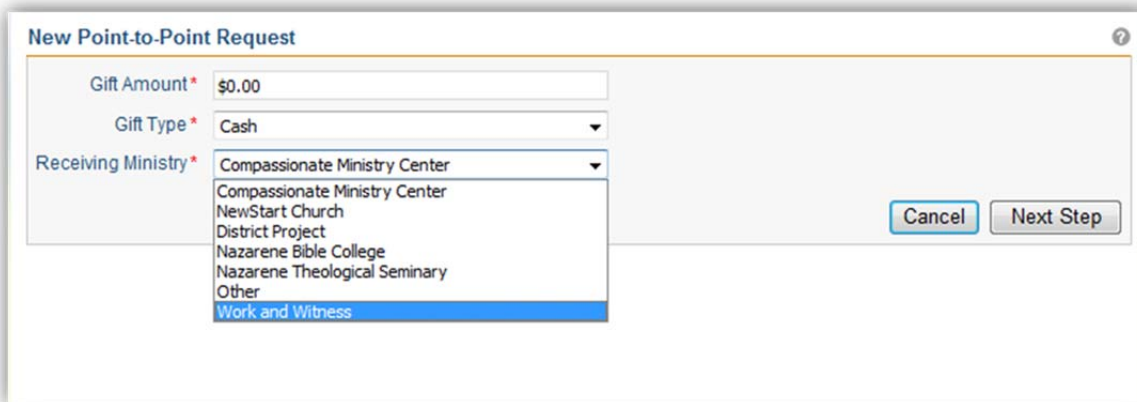
1. **After logging in to the application, click on Point-to-Point Giving in the left-hand toolbar.**

2. **Once on that page, click the New Point-to-Point Request link on the right-hand side of the page.**
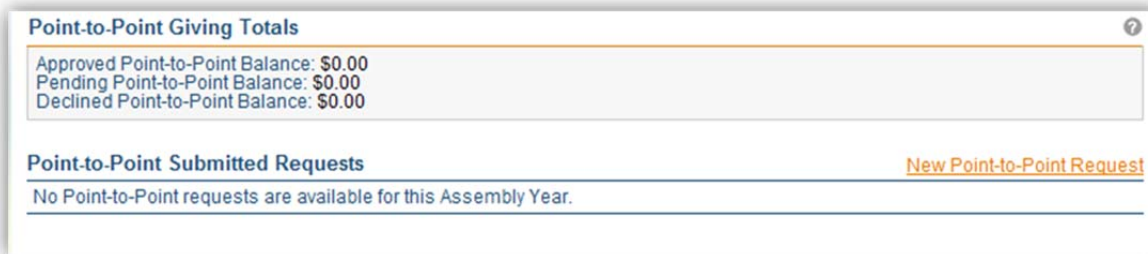
3. **Enter the gift amount and gift type and select "Work and Witness" from the *Receiving Ministry* drop-down menu.**

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

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)

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-of-contact during the approval process.

Contact Email Address *

7. Hit *Submit Request*.