

## **Medical Ministry International Procedures for Issuing Charitable Donation Receipts To Canadians for Project Related Expenses**

### **A) Gift in Kind (GIK) Donations**

Medical Ministry International is able to provide charitable donation receipts for physical goods donated to MMI for use on its international projects/programs (e.g. medications, equipment, etc). The donations of such goods should be communicated to MMI staff prior to your project. The goods will be valued based on fair-market values. If items were recently purchased, receipts should be submitted to assist with the valuation process. A GIK charitable donation receipt for the fair market value will be issued to the donor. Currently these are issued on an annual basis.

### **B) Project Incurred Expenses**

MMI is able to provide charitable donation receipts for specific, project/program related expenses as per the following procedures to ensure compliance with CRA regulations. These procedures would apply for expenses such as excess baggage, vaccinations, additional accommodations, etc.

1. The participant would submit the attached expense report with applicable receipts for the project expense incurred.
2. The participant would also make a financial donation (via cheque/credit card) to MMI for the total of the submitted receipts. (Please note: Cheques are preferred, or we will add 2% to cover the credit card costs).
3. MMI would then use this financial donation to reimburse the participant for the approved project expenses incurred, and mail the participant a reimbursement cheque.
4. MMI currently issues annual charitable donation receipts for the total financial contributions made throughout the year; this financial donation would be included on your annual receipt.
5. Please note: If you travel on multiple projects per year, or incur multiple expenses on behalf of MMI, it is encouraged that you submit your receipts on a semi-annual or annual basis.

For questions regarding these procedures, please contact our office at 905-545-4400 and staff will be pleased to assist you.