Jewish Federation Funding of People-To-People Programs Incurred Abroad

Introduction:
At the October 2006 Board of Governors’ Partnership Subcommittee meeting, it was recommended to propose new reimbursement practices which cover People-to-People (P2P) expenditures in the U.S. Resources for P2P expenditures will be held back by the Federation until final accounting is completed between the Jewish Agency and the Federation at the end of the fiscal year. With regard to U.S. Partnerships, expenditures for such programs must only be made within the constraints of the IRS rulings.

- The Steering Committee will approve those P2P programs, all or part of which takes place in the Partnership community abroad.
- Expenditures for P2P programs for Israeli participants in the U.S. or Israel must be pre-approved by the partnership Steering Committee.
- The Steering Committee will budget the estimated expenditures for these approved activities.
- Estimated expenditures should not total more than 10 percent of the total P2G budget.
- The activity and their specific costs will be itemized in a table (P2P Expenditures in Partnership Overseas Communities)
- At the end of the fiscal year, a final accounting of expenditures will be made comparing estimated expenditures versus actual expenditures.
- The final approved total of expenditures will be recognized by JFNA as overseas giving (ONAD).

Expenditures for P2P programs that can be recognized as Expenditures in Overseas Communities

- **Israeli P2P Participants:** Expenditures for visits by Israeli partners in Diaspora communities including hotels, transportation (subject to exceptions discussed below), tours, events, entertainment, and seminars can be covered by P2P funds.
- **Diaspora Community Participants:** Expenditures for participation in programs together with Israeli participants including transportation (subject to exceptions discussed below), tours, events, entertainment, and seminars can be covered by P2P funds.
- **Diaspora Community Long-Term Volunteers:** P2P funds can be allocated to related costs of overseas program participants who volunteer in Israel for more than 21 days.
- To strengthen personal relations and deflect costs, partnerships are encouraged to incorporate home hospitality as much as possible in their P2P itineraries.

Expenditures That Cannot Be Funded With P2G Budgets:

- P2G budgets cannot cover travel (airfare and hotel) and insurance (health and travel) expenses of overseas Steering Committee members to Israel.
- P2G budgets cannot cover the travel expenses (airfare and insurance) of overseas P2P program participants to Israel as well as domestic travel overseas.
- P2G budgets cannot cover travel or hotels costs of Israeli local authority heads (Mayors and Regional Council heads).
- P2G budgets cannot be used to cover salaries of U.S.-based staff.
- P2G budgets may not be used for the purchase of equipment or services such as computers, telephone/videoconference expenses, etc.
Payment for P2P Expenditures in Israel of Overseas Participants

All approved expenditures of overseas participants should be paid directly from the P2G budget in Israel.

Guidelines for Payment for P2P Expenditures Abroad

- Where expenditures are incurred abroad, the community should make payments as they are better able to assess the validity of charges by service providers.
- Federations will no longer have to be reimbursed by JAFI for items that were budgeted by the P2G steering committee.
- Federations should hold back funds to cover these expenditures (no more than 10% of the total P2G budget).
- Once payment is made, the community will submit backup to JAFI and UIA/JFNA. The details of the program will be sent to the Partnership Unit’s finance point person for approval and to the UIA/JFNA for their approval and accounting. Credit will be issued if:
  - The program meets IRS requirements
  - The program and expenditures have been pre-approved by the Partnership Steering Committee
  - Details of the program and costs are included
  - Appropriate budget is available

Expectation of Program Participants

Participants are expected to commit themselves to activities in their regions or communities on return or as defined in the approved project card.