

Companions on a Journey
Stipend Declaration

I, _____ state that I am a(n): employee / student
Print first and last name Circle one of the above

of the: College of St Benedict St John's University St John's Abbey
St Benedict's Monastery Order of St Benedict (Lit Press/others).
Circle one of the above

My status as an employee is exempt (salaried) non-exempt (hourly)
Circle one of the above

My social security number is _____

Exempt employees: You will receive your stipend at the end of the school year sometime in late May or early June. The appropriate payroll taxes will be deducted from the amount paid.

Non-Exempt Employees: You must claim your journey group meetings on your regular weekly time sheets. The stipend for your Journey Group meetings will be calculated and paid based on the Minnesota and Federal labor regulations for overtime. The appropriate payroll taxes will be deducted from the amount paid.

Donation:

We realize that many of you choose to participate in the journey group program voluntarily. While we appreciate your efforts and time you give so graciously to the young women, the federal labor regulations require us to pay you fair labor wage for your time regardless. Therefore, you must accept the stipend we pay. If you wish to donate/volunteer your time, you may write a check back to Companions on a Journey for the amount of your stipend once you receive your stipend pay.

Mileage:

You may receive mileage reimbursement for any journey group meetings, trainings, or banquets attended for Companions on a Journey provided the meeting, training, or banquet falls on one of your regular non-working days. You must complete a travel reimbursement form for your mileage. The reimbursement forms are on the website <http://www.csbsju.edu/sjubusinessoffice/ap/travelform.pdf>. Please, turn the completed form into Companions on a Journey office for processing by May 1.

Signature

date