

## Guidelines for Church Ministry Related Expense Reimbursement

1. Expense report is to be submitted using the "CCCI Payment Request" form which is available in the church office or can be downloaded from the CCCI web site.
2. Complete "CCCI Payment Request" form with itemized description and amount, and attached all receipts (or bills) to the request form (be sure to total all receipts), print your name and put the date of the submission of the request
3. If you are responsible for any expense items (including a request for a maintenance or service job) on behalf of CCCI, please also fill out "CCCI Payment Request" form no matter how the items or jobs are billed. This practice will prevent any occasional mistakes in billing by the vendors.
4. If the amount of a purchase of product or service is over \$100.00, an approved signature from an authorized deacon(s) or his designate is needed before submission of the request form
5. Expenses to be reimbursed are for current month. It is discouraged to combine prior months' expenses with current month's for unless due to unusual situations
6. Turn in the request form (with attached receipts) by placing the request form in CCCI financial team's mail box inside the church administration office. Expense reimbursement is to be processed once a week and the reimbursement check is to be ready to be picked up from Leeman Kuo or Tina Zhong on the second Sunday following the date of submission of the request form.
7. The requesting co-workers are encouraged to pick up the reimbursement checks directly from the administrative assistants in the church office. Contact Hansen Hsiung or Tina Zhong if you have questions.
8. Church ministry related business travel mileage is reimbursed at \$0.50 per mile for private personal car use. The first 20 miles of every trip/travel will not be reimbursed. The rental car will be reimbursed for actual expenses (rental charges, gasoline, toll etc) with documented receipts.
9. Meal for church-related business will be reimbursed only in the following occasions: for hosting a visiting pastor/minister or speaker for church-related business.
10. It is discouraged to treat reimbursement as contribution to the church (as tithe & offering) which is only adding extra administrative burdens for accounting processing and contribution tracking.
11. Purchase of gift for caring-related visitation, such as hospital visit, after-release-from-hospital home visit, is to be under pastoral staff's discretion and the recommended spending limit is \$30 per visit. Gifts for other types of visitation are discouraged. Gifts like Bible or devotional books/materials are to be purchased through the coordination of church's Administrative Assistant.
12. **Hiring babysitters for an individual small group/fellowship is discouraged. Exceptions can be made after pastoral and deacon board review and will be reviewed periodically for the necessity.**