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Chinese Community Church of Indianapolis
3405 E. 116th St., Carmel, IN 46033
www. indychinesechurch.org ● (317) 706-0433

Church Ministry Related Expense Reimbursement Policy*
Revised and effective on April 23, 2022

1. Expense report is to be submitted using the "Payment Request/Reimbursement Form" 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 mailbox. Expense reimbursement is to be processed once a week and the reimbursement check is to be ready to be picked up from church office.
7. The requesting co-workers are encouraged to pick up the reimbursement checks directly from the administrative assistants/secretary in the church office. Contact Finance Deacon if you have questions.
8. Church ministry related business travel guidelines – ***This guideline is only applied to Elder Board or Deacon Board 'pre-approved' church related business travel by church pastoral staff, elders, or deacons travel on behalf of CCCI. ***

    a. In-town travel
        i. The first 20 miles of every trip will not be reimbursed, the rest will be reimbursed at the IRS standard mileage rate for current year for private personal car use.
    b. Out-of-town travel pre-approved by Elder Board or Deacon Board
        i. All the miles will be reimbursed at the IRS standard mileage rate for private personal car use.
        ii. If rental car is needed, it will be reimbursed for actual cost.
        iii. Other transportation related expenses (toll, parking fee) will be reimbursed upon receiving the receipts.
        iv. All other travel related expenses on overnight trips (lodging, meals, and/or international phone call) will be reimbursed upon receiving the receipts.

9. Meals for church ministry will be reimbursed only in the following occasions: for hosting a visiting pastor, minister, or speaker for church-related business. ***This will be reviewed and approved by Fellowship and/or Worship deacon. ***
10. Pre-approved education expense reimbursement guidelines
    a. Partial or full reimbursement will be determined by Elder Board or Deacon Broad.
    b. Training related expenses include: conference, seminar, workshops, admission fees, travel expenses, meal, and/or lodging.
    c. Qualified – pastoral staff, elders or deacons.
11. 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.
12. 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 visitations are discouraged. Gifts like Bible or devotional books/materials are to be purchased through the coordination of church's Administrative Assistant.
13. 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.

*This policy applies to all CCCI branch churches.