

TPIBC Policies—Reimbursements

Title	Reimbursements
Guideline no.	1
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Revision History

Version	Date	Comments
1.0	8-Mar-2015	Original release

1. Scope

This policy covers reimbursements for expenses incurred for church activities.

2. Definition

All purchases/payments for church activities and ministries made in advance by church members (using cash, credit card or cheque) and requiring reimbursement by the church.

3. Procedures

- a. In most instances, only CMC members with allocated budgets should make purchases/payments that require reimbursement.
- b. In exceptional cases, other church members may—with the approval of the respective CMC member—make purchases or payments on behalf of the church for a specific ministry or activity.
- c. Claims for reimbursements should be made by presenting the receipts* to the Church Administrator within 1 month** of the expense being incurred, with the nature of and the reason for the expense clearly stated.
- d. The Church Administrator will complete the relevant form for expense reimbursement, which must be counter-signed by the respective CMC member and the Treasurer.
- e. Once approved, reimbursement will be made by cheque to the claimant.

*Credit card payment slips are not accepted; receipts must be presented.

**In cases where the claimant is waiting for their credit card statement in order to know the Forex rate back into HK dollars of expenses incurred in foreign currency, they may make the claim up to 2 months after the expense was incurred.