

# 聖雅福音基督教會

## Harvest Evangelical Church of San Diego

13885 El Camino Real, San Diego, CA 92130  
T: 858.523.9768 F: 858.523.9740  
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### HECSD Financial Guidance For Short and Long Term Mission Expenses

1. Prepare a proposal (see Tim's guideline) and request approval from the Missions Committee. Upon approval, the proposed mission program will be documented in the official meeting minutes. An example of the proposal is provided in Addendum I.
2. Coordinate with the Finance Deacon and the Missions Deacon to start using the tracking sheet (see Addendum II) to track donations and expenses for the established mission program.
  - a. Finance Deacon to track donations.
  - b. Missions Deacon to track expenses.
3. Conduct fund raising activities. Ensure that donations are not to a specific person, but to the mission program approved by the mission committee. Please note: while donor intentions will be honored as much as possible, the church reserves the right to decide how to disperse the collected funds.
4. In the event that a cash advance is required to cover missions related costs, it will be distributed to the team lead only and will be treated as a personal loan from the church. At the conclusion of the mission trip, the team lead will be responsible for final reconciliation of all expenses.
5. Team members can borrow a part of the cash advance from the team lead as personal loans and return the money to the team lead after obtaining reimbursements from the church.
6. During the missions trip, be a good steward of all funds. Try to find ways to save money so that more missionary activities can be supported. COLLECT RECEIPTS AND NECESSARY DOCUMENTATION FOR ALL EXPENSES.
7. Immediately after the mission trip, the team lead should work with the Finance Deacon and the Missions Deacon to decide how to distribute the funds raised to team members and document the decision.
8. Submit all requests for reimbursements within 1 month after completion of the short term missions trip. For longer trips, submit reimbursement requests quarterly within one month of the end of the covered quarter. In special circumstances, an extension may be requested from the Missions Committee.
9. Submit reimbursement forms for your own expenses only. If someone else paid for your expenses, you should get reimbursement from the church and then return the money to the payer. The church will only directly reimburse team members for their own expenses.
10. The team lead may submit the reimbursement forms for team members who are not a part of HECSD. Each non-HECSD team member's reimbursement forms must be submitted by the team lead separately.
11. Preparation of Reimbursement Forms:
  - a. Organize all the receipts according to the categories in the Expense Summary form (addendum III).
  - b. Fill out the Expense Summary form with the total expenses in each category.
  - c. Based on church policy and the decision of the team lead on dispersal of funds raised, calculate the amount to request for reimbursement for yourself.
    - i. For example: Church policy allows the church to financially support up to 1/3rd of your individual total expenses or \$500, whichever is lower. Suppose in addition, your team lead decides that \$1,000 of the total funds raised by your team will be dispersed to cover your expenses. That means the total amount you can request to be reimbursed is \$1,500.
    - ii. In the above example, if you were the team lead and a cash advance of \$2,000 had been given to you prior to your missions trip, then after filing the paperwork to account for your expenses, you would need to return \$500 to the church (\$2,000 - \$1,500).
  - d. Fill out the reimbursement form with the amount for reimbursement from the Expense Summary.
  - e. Attach the Expense Summary, required receipts, any other documents to clarify expenses, the raised funds allocation decision and mission committee approval (meeting minutes) to the reimbursement form.
12. Submit the completed form with all the attachments to the Missions Deacon.

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13. The Missions Deacon will verify the reimbursable amount is calculated correctly and all the required attachments are present before approving the form.
14. The approved form will then be submitted to the Finance Deacon for payment processing.

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**Addendum I: Short/Long Term Mission Proposal**

**Proposal should include the following:**

1. Purpose & objectives of the missions trip
2. Local contacts/partners of the missions trip
3. Duration of the missions trip
4. All participants of the missions trip
5. Detail projected cost of the Missions trip

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**Addendum II: Short/Long Term Mission Expense Tracker**

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Name of Mission

Date	Donation	Expenses (USD)	Description	Category	Reimburse To
Total:					

Note \*\* (signifies no receipt)

Summary	
Category	Amount
Housing	
Food	
Transportation	
Misc.	
Total	

Checks To:	
Name	Amount

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**Addendum III: Short/Long Term Mission Expense Summary**

1. Goals of the mission
2. Time period and locations
3. Team lead and participants
4. Church Mission Committee Approval (needed for reimbursement)
5. Outcome of the mission trip (goals achieved?)
6. Detailed costs (total for each category):

Expense	Total Amount
Lodging	
Food	
Transportation	
Mission activities	
Miscellaneous	
<b>Grand Total:</b>	
<b>Allowance based on Church's policy:</b>	
<b>Raised fund allocation to you:</b>	
<b>Amount to be reimbursed:</b>	
<b>Cash Advance:</b>	
<b>Final payment to you or to church:</b>	

7. Attach receipts for items > \$20 and/or any paper work to establish the proof of the expenses.