



MCCC Reimbursement Request Form

Requested by _____ Date _____

Amount requested \$ _____

Purpose of expenditure _____

Expense Codes: (A) _____ (B) _____ (C) _____

Verified by _____ Date _____

Approved by _____ Date _____

Received by _____ Date _____

Comment: _____

Note:

- This form needs to be filled by the person who request reimbursement from MCCC;
- Original receipts need to be attached to this form;
- Verify or Approve personal need to fill in expense A, B and C codes from list at the bottom of this form; If “other” is selected for any of the A, B, C code field, please add comments to explain in details the nature of the deposit
- Check request will be processed first Saturday of each month;

For official use only:

Check issued by _____ Check number _____

Comment: _____

Expense Codes List

A - Department	B – Events	C – Cost or Expense Items			
MCCC Admin	Department Unique Event	Art booth material	Advertisement expense	Meal	Salary
Cricket	China Light	Food booth material	Banking charge	Membership due	Registration expense
Performance Troupe	CNY Party (Chinese New Year Party)	Kids booth material	Car rental	Travel (mileage)	Sponsorship
MCT (MKE Chinese Times)	Dragon Boat	Marketing booth Material	Copy or print	Parents Duty	Tel communication or fax
Women's Club	HHF (Holiday Folk Fair)	Text book purchase	Donation expense	Parking and toll charge	Ticket (for MCCC member use)
MMCS (MKE Modern Chinese School)	Picnic	Event ticket (for buy and sell)	Equipment or tool	Office supply	Training expense
YLA (Youth Leadership Academy)	Out Reach	Other cost	Hotel	Payroll tax	Unemployment tax
Other	Parade		Insurance		Other expense
	Other				

Reimbursement Procedure (Updated at Sept 8th MCCC Board Meeting)

1. All reimbursement should be submitted one month after major events such as dragon boat, folk fair.
2. Costs reimbursement: 比如食品原材料及商品, 用具, 采购,
 - a. 采购金额需在批准的预算范围之内, 比如董事会批准的金额
 - b. 需要本次大型活动负责人确认 (Verify)
 - c. 需要 MCCC 秘书长及另一位董事批准 (Approval)
3. Expenses reimbursement: 成员个人消费包括饮食, 饮料, 娱乐, 礼品卡, 旅行,
 - a. 消费内容及金额必须在部门预算内。
 - b. 需要一个部门负责人确认 (Verify) 费用用途, 数据。
 - c. 需要一个非本部门的 MCCC 董事批准 (Approval)。需要确认的部门负责人提供证据证明本次报销额在部门预算之内。
4. Unbudgeted expenses or costs
 - a. \$500.00 以下的需要 MCCC 秘书长提前批准
 - b. \$500.00 及以上的 costs 或 Expenses 需要 MCCC Board 讨论通过。紧急情况下可以通过 MCCC 微信群投票。

\$500.00 以下或以上的报销由 MCCC 秘书长按提前批准的用途和金额予以确认 (Verify) 及需要另一名董事批准 (approval)。