*Please submit the form together along with the church’s reimbursement request form to sister LiYun Zhang.*

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| Campus Cell Group Dinner Fund Request Form (budget code: 4009) | | | | | | | |
| Cell Group |  | | | | | | |
| Name of Person in Charge |  | | | | | | |
| Dates of Dinner |  |  |  |  |  |  |  |
| Number of Seekers/Newcomers |  |  |  |  |  |  |  |
| Total Number of Seekers/Newcomers |  | | | | | | |
| Total Amount Requested ($4/person) |  | | | | | | |

* Each cell group can claim up to $4 per seeker or new comer (including Christian) per week that attends their Friday meeting and has dinner with them.
* Each cell group can only claim for dinners that carry the costs the coworkers directly incur in preparing for dinners (including takeout orders).
  + - Exception: Dining out together in a restaurant is not reimbursable.
* There is no maximum limit as to how many dinners per month a campus cell group can claim for reimbursement.
* There is no maximum limit as to how many seekers/new comers a campus cell group can claim for reimbursement.
* Receipts are encouraged (but not required) to be submitted along with the request form and reimbursement form.
* If the new comer who happens to be a Christian already has had attended a cell group meeting for more than 1 month, he/she should join all the brothers and sisters in sharing the cost of dinners. He/she should not be counted anymore as part of the total reimbursement.
* If a cell group does not have any seeker or new comer on a particular Friday, then the cell group cannot claim any reimbursement for that evening’s dinner.