

APPENDIX 6

Mission Trip Financial Reporting

Accurate financial reporting is very important. It is the team leader's responsibility to keep an accurate account of all income and expenses pertaining to the Mission Journey they are leading.

Here are some tips that will help the Missions Department provide a timely and accurate financial report.

Expense:

1. Submit all Cash Advances on the IBC Form at least 4 weeks prior to departure
2. Obtain a receipt for all expenses incurred. In some instances, this may not be possible. It would be helpful to keep a daily journal of all expenses incurred.
3. **Upon return, neatly tape the receipts on an 8 ½ x 11 piece of paper.** Be careful not to cover any numbers with the tape.
4. Categorize the expenses before turning them in to the Missions Department. Use the following categories:
 - a) Transportation
 - b) Lodging
 - c) Meals
 - d) Program Supplies
 - e) Translators
 - f) Dues & Fees
 - g) Other (explain)
5. Turn in your Daily Mission Trip Expense report, Receipts and any leftover cash within **two weeks** after your return.