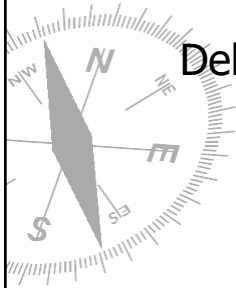


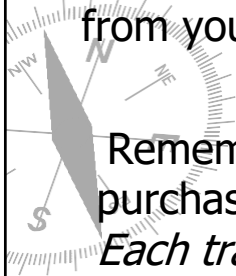
# CASH ADVANCES



Delivering feet around the world  
and here at home

## The Check

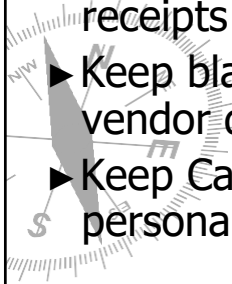
- ▶ Once you receive the cash advance check, it is your responsibility to account for the **entire** amount.
- ▶ Keep all Cash Advance monies separate from your personal cash.



Remember – ask for a receipt for **every** purchase made with Cash Advance money.  
*Each transaction should have its own receipt.*

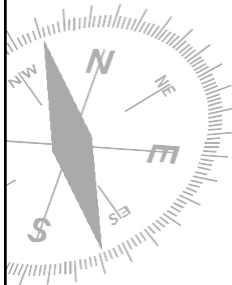
## Tips for keeping track of Team Money

- ▶ Use a ziploc baggie for each day of your trip. (label them by date i.e. 3/15, 3/16..)
- ▶ Collect all receipts and place in baggie
- ▶ If time/resources allow, record each day's receipts onto spreadsheet.
- ▶ Keep blank receipts with you in the event a vendor does not offer receipt.
- ▶ Keep Cash Advance money separate from personal monies.



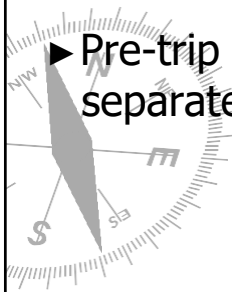
## Tips for keeping track of Team Money

- ▶ If your team splits up and you have to hand money to another team member, keep track of who you gave what.
  - **It's still your responsibility.**



## PRE-TRIP EXPENSES

- ▶ According to Denton Bible Church Policy, Cash Advance funds are to be used for travel inclusive dates only.



- ▶ Pre-trip expenses should be submitted as a separate check request for reimbursement.

## TRIP EXPENSES

### Appropriate

- ▶ Food
- ▶ Lodging
- ▶ Transportation
- ▶ Ministry material and events

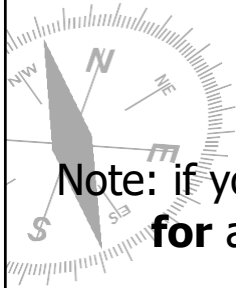


### Inappropriate

- ▶ Entertainment for the group
- ▶ Personal phone calls
- ▶ Personal care items
- ▶ Personal gifts to supporters or hosts
- ▶ Personal Souvenirs
- ▶ Extravagant meals
- ▶ Postcards or postage

# DOCUMENTATION

**ORIGINAL** itemized receipts are required for expenses more than \$25.

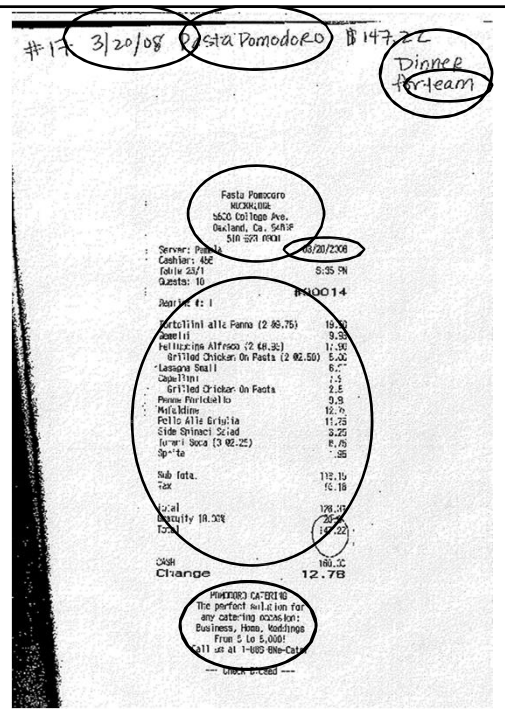


Note: if you make credit card purchases, **ask for** and **keep** the itemized receipt.

## DOCUMENTATION

### A proper receipt

1. Where it was spent
2. What it was spent on  
(Itemized)
3. Who it was spent on  
(List the names of everyone who benefitted)
4. When it was spent
5. Why it was spent  
(business purpose)



# DOCUMENTATION

## Handwritten Receipts

If an original receipt is not possible for an expense less than \$25, you may submit a handwritten receipt. The receipt must include the information outlined previously for a proper receipt (where, what, who, when, why) and must be signed by 2 **(two) people** from the trip. This would include tips, small bus fares or similar small expenditures.

# DOCUMENTATION

## Handwritten Receipts

Payee Name:		Receipt no.:
Address:		Payer Name:
City, State ZIP:		Address:
City, State ZIP:		City, State ZIP:
Date	Description	Amount
		Subtotal
		Tax
		Total
signature		
signature		

## RECONCILIATION UPON RETURN

▶ Due within **10 days** of return date

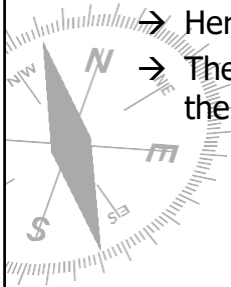
▶ Form is available at

▪ [admin.dentonbible.org/accounting](http://admin.dentonbible.org/accounting)

→ "Cash Advance Reconciliation Report"

→ Here you will find the form and these instructions

→ There you will also find instructions on how to use the reconciliation form



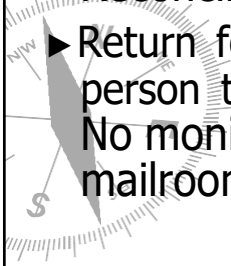
## RECONCILIATION UPON RETURN

▶ Sort receipts in chronological order.

▶ Number receipts in that order. i.e. 1,2,3...

▶ Record information from receipt to corresponding number on Cash Advance Reconciliation form.

▶ Return form and all unspent money in person to the church administration office. No monies are to be returned through the mailroom or under the door.



## ASSISTANCE

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