

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

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.