

CCC Reimbursement Request Process – May 20th, 2013

<p style="text-align: center;">CCC Expense Manager – Xuemei Xu CCLA Service Manager – Yetong Li and Amina Weiland</p>	<p style="text-align: center;">Innovative Financial Services (IFS)</p>	<p style="text-align: center;">CCC Treasurer</p>
<ol style="list-style-type: none"> 1. Requester shall complete a Expense Report Form then obtain CCC President’s approval for CCC related expenses, Or CCLA Principal approval for CCLA related expenses of the reimbursement, hand over to CCC Expense Manager (for CCC expenses) or CCLA Service Manager (for CCLA expenses) with original receipts and a set of copies of original receipts attached. The cutoff date for submission is the 5th and /or the 15th of every month. 2. CCC President / CCLA Principal shall sign Expense Report Form under the guideline of the CCC financial policy. 3. Expense Manager or Service Manager shall ensure the accuracy and completeness, and fills in the appropriate expense codes. 4. For every event, the event leader is responsible to submit a projected total expenditure plan to Expense Manager or Service Manager no later than one month before the event and to submit all expenditure reports for this event within one month after the actual event date. 5. The person who approves the expenses shall not be the same person who requests the reimbursement. 6. Expense Manager or Service Manager shall record each request on the Expense Reimbursement Tracking Sheet and keeps tracking of the expense limits, provide to Treasurer to review on monthly basis. 7. Upon completion of the above steps, Expense Manager or Service Manager will send requests before the 10th and /or the 20th of every month to IFS by either of the three ways, <ol style="list-style-type: none"> a) Fax; b) Scan and email, c) U.S. mail Fax and email are highly recommended. 8. If choose fax, the Manager needs to fax the request form and copy of receipts to IFS. The original copy of the form and original receipts will be kept for file. 9. If choose email, the Manager needs to scan the request form and receipts and attach them to the email along with a dated Cover Letter to IFS. The original copy of the form and original receipts will be kept for file. 10. If choose U. S. mail, the Manager needs to include a dated Cover Letter with all requests (copy of signed request form and original receipts) to IFS. 	<ol style="list-style-type: none"> 11. IFS processes the requests, sends a check detail report, copies of the request forms with original receipts (or copy of receipts), and checks to the CCC Treasurer. 12. Note: IFS will not process the check if there is any missing information on the form (i.e. payee name, address, amount requested, requester signature, approver signature) 13. IFS also send the check detail report electronically to the Treasurer as specified in the cover letter. 	<ol style="list-style-type: none"> 14. CCC Treasurer validates accuracy of checks with the information on the request forms. 15. CCC Treasurer signs and mails out the checks. 16. CCC Treasurer files the records which are required for auditing.

Special Notes:

- Each submission to IFS is tracked and noted by the date the cover letter is dated.
- IFS will appreciate a weekly package, or fax or email scanned documents to be sent to them rather than a multiple submissions throughout the week.
- IFS informed us that checks will be processed on the 10th and the 20th of each month, so be aware of the processing cycles your request will fall on, and plan accordingly.

Attachments:

- CCC Reimbursement Request Form 2013
- Cover Letter to IFS 2013
- CCC Financial Policy