

VIRTUAL CREDIT CARD ACKNOWLEDGMENT

TEAM LEADER
VIRTUAL CARD AMOUNT
TRIP NAME
ACCOUNTING CODE

By accepting and using this virtual credit card, I acknowledge the card is provided solely for approved mission trip expenses and must be used in accordance with organizational policies and guidelines.

I understand only authorized purchases may be made with this card. Any purchase outside of the approved categories below must receive prior approval from the Missions Department.

I further understand if I am a staff member, if expenses are not approved or covered by the Missions Ministry, the charges will be denied if I make an effort to charge them back to my campus and/or ministry.

01 APPROVED EXPENSES

AUTHORIZED

The following expenses are authorized:

- ✓ Airline baggage fees when charged by the airline for checked luggage.
- ✓ One (1) team meal during the designated free day of the trip. Team must be together. Multiple separate charges are not approved.
- ✓ Transportation expenses only when the ministry partner is unavailable to provide transportation. Hotel shuttle services should be utilized whenever available and practical before arranging alternative transportation. When Missions is aware of transportation needs, a best effort to book in advance will be made.
- ✓ Grocery purchases when required by the ministry partner for team meals, ministry activities, or other approved trip-related needs.
- ✓ Gas for rented vehicles for duration of trip (domestic trips only).

02 NON-APPROVED EXPENSES

The following expenses are not authorized and may not be charged to the virtual card:

- ✗ Airport parking fees.
- ✗ Tolls, fuel, mileage, or other transportation expenses incurred while traveling to or from the departure airport.
- ✗ Personal meals, snacks, beverages, or other incidental purchases within airports.
- ✗ Coffee, specialty beverages, or similar personal refreshment purchases at any time during the trip.
- ✗ Souvenirs, gifts, or other personal items.
- ✗ Seat upgrades.
- ✗ Gifts to ministry partner or local churches. If required, these will be purchased in advance.
- ✗ Supplies for camps. If required, these will be purchased in advance.

I understand I am responsible for ensuring all purchases are mission-related, reasonable, and consistent with these guidelines. Any unauthorized expense may require reimbursement by the team leader and may result in loss of the privilege of leading a future mission trip.

EXPENSE QUESTIONS WHILE ON-FIELD

While on-field, I will contact Katrina R Ricker to obtain approval prior to making any purchases outside of the above guidelines.

EMAIL

kricker@secc.org

TEXT/WHATSAPP

502.475.0532

PHONE

502.698.1720

RECEIPTS REQUIRED

Hard receipts are required upon return and will typically be collected at the debrief. All receipts must match the expenses charged for reconciliation purposes.

TEAM LEADER SIGNATURE

DATE

MISSIONS LIAISON

DATE

