Finance

- Submit an Expense Claim
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Submit an Expense Claim

Purpose	To provide a trackable process for requesting reimbursement of a church related expense.
Description	This form is used by internal ministries, teams, and individuals to apply for reimbursement of eligible expenses incurred on behalf of the church. All submissions are reviewed by the **Bookkeeper** and routed through the church's established approval and signing process prior to reimbursement.
Owner	Bookkeeper
Next Review Date	To be reviewed annually by the Administrative Team
Spiritual Benefits	Supports faithful stewardship and accountability in the use of church resources entrusted for God's work.
Spiritual Measures	Expense claims are processed in a timely and orderly manner Approved reimbursements enable ministries, outreach, and Christian fellowship to continue without unnecessary financial burden on volunteers
References	Expense Claim Policy Expense Claim Process (Howto Guide)

If you have trouble viewing the submission form below, please click on the link here to access it!

https://docs.google.com/forms/d/e/1FAIpQLSfjF9AQrMT4025PslJUQDXGmDIrAY4QDaSYXXSyj-sYlwpktg/viewform?embedded=true

Expense Claim Policy

While serving the Saskatoon Chinese Alliance Church (“SCAC” or “Church”), purchases may be eligible for reimbursement by the church. Please read the policy below to understand what is eligible and how to make an expense claim.

Policy

The SCAC provides reimbursement to church-related expenses incurred by the congregation. SCAC directly pays for certain recurring items and services. Where applicable, SCAC will reimburse individuals who use their own funds for church-related events, items or services provided the expense:

- is related to Church activities
- is approved by a ministry leader
- has adequate proof of expense (with original receipts/proof of payment to support expense reimbursement claim items)
  - All receipts must be itemized receipts.
  - Any expenses under $50, it might be acceptable if original receipt is not available.
  - Any expenses over $50, other proof of transaction is required to support the expense claim, e.g. a photo, a bank statement, or detailed notes.
- is claimed by the end of spending year

These expenses must be approved prior to purchase to guarantee reimbursement. If your ministry leader does not deem them appropriate or necessary for work, the expense will not be reimbursed.

The Scope

This policy applies to any members and participants who are serving in our ministries. Expenses incurred by independent contractors will be reviewed on a case-by-case basis.

Examples of reimbursable expenses include:

- Church Events
- Church Repairing and Maintenance Expense
- Fellowship/ Caring Expenses
- Janitorial/ Kitchen Supplies
- Office Supplies
- Pastoral and Ministry Expenses
- Worship

The above lists are not exhaustive. If you are at any time unsure about whether an expense can be reimbursed, always ask your direct small group leader, ministry coordinator, or administrative team member.

Expense Claim Process

		
Scan Receipts	Fill Expense Report	Sign DocuSign

Expense Claim Process



Step 1: Scan Receipts

- Keep all original receipts for reimbursable expenses
- Scan the receipt(s) in PDF format, check that it is clear and legible

Please see videos below for scanning receipts in PDF format on your smartphone:

For iPhone users:	For Andriod users:
https://www.youtube.com/embed/jfvOQvUYNoo?si=ILslu7OJ6b77Zy1Q	https://www.youtube.com/embed/Om55cCvQO-Q?si=s7ofPj4BqF_tUtzb



Step 2: Submit an Expense Claim

To submit an expense claim, goto the Submit an Expense Claim page.

How to Complete the SCAC Expense Claim Form

Before you start
• Have a clear photo or PDF of each receipt ready.
• Confirm the email you use for eTransfer is correct.

Section 1: Claimant Information
1. Email • Leave the default email checked
2. Full Name • Select your full name from the dropdown.
3. eTransfer Email • Enter the email address where you want reimbursement sent.
4. Mobile Number • Enter a phone number in case clarification is needed.

Section 2: Receipt Details (Receipt 1)

For each receipt, complete all required fields:
1. Expense Date • Enter the date shown on the receipt (YYYY-MM-DD).
2. Description • Briefly describe the expense (what it was and why it was incurred).
3. Category • Select the appropriate expense category from the dropdown.
4. GST • Enter the GST amount shown on the receipt. If no GST was charged, enter 0.

5. Amount • Enter the total amount paid (including tax).
6. Receipt Upload • Upload a clear image or PDF of the receipt.

Additional Receipts
• If you have more receipts, select “Yes” under *Add another item?* and repeat the receipt entering for your next receipt.
• If not, select “No”.
• Each claim support up to 10 receipts. If you have more than 10 receipts, simply submit another claim.

Submission
• Review all entries for accuracy.
• Click Next, then Submit.



Step 3: Sign DocuSign

The bookkeeper will then verify your entries and receipts, then send you an email to sign your expense report through DocuSign.

Please see video below on how to sign documents through DocuSign:

https://www.youtube.com/embed/9WxsjlC5gSk?si=iJfWg001gEY8NuFO



Step 4: Payment

After the expense report has been approved by approvers, payment will be made by e-transfer (or cheque) within 1 month.