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

Revision #5
Created 2026-02-04 05:42:59 UTC by Phoenix Mao
Updated 2026-02-22 23:21:53 UTC by Phoenix Mao