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.

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