

Expense Reimbursement Policy

Receipts should be submitted as soon as possible and are due on a quarterly basis. This ensures that Maranatha's expenses are accurately captured in a timely fashion and allows for Council to best manage our finances. Receipts need to be complete and contain the following: date of receipt, vendor name, item(s) purchased, and GST amount. Multiple receipts being submitted for reimbursement should be properly itemized (*see guidelines for submitting an expense reimbursement request for details*). Receipts can be submitted digitally via email if scanned receipts are legible. Debit/credit card receipts are not valid receipts without purchase details.

Receipts must be submitted within the calendar year of the date of receipt. Receipts for previous calendar years will not be reimbursed in any way, except for receipts that occur late in December. Receipts dated December 15 to 31 can be reimbursed if they are submitted before January 15 of the following year.

If expenses are for items not in the church budget or if they will exceed your budget for the current year, they must be pre-approved by the Finance and Administration Committee and/or the Chair of the Council.

This policy was adopted by the Finance and Administration Committee on MMM, DD YYYY.

Guidelines for Submitting an Expense Reimbursement Request

When submitting a single receipt for reimbursement, an expense reimbursement request form is not required, provided that a description of the purchase and a budget line / ministry is given.

When submitting multiple receipts for reimbursement, please itemize and attach detailed vendor receipts (including GST amount) to the reimbursement form. Please write the Receipt # from the list within the form on the corresponding receipt.

A fillable PDF copy of the expense reimbursement request form can be found at -----. For best results, it is recommended to download the PDF to your computer and ensure that you are using the latest version of Adobe Acrobat Reader (<https://get.adobe.com/reader/>).