

**EXPENSE CLAIM
CASH ADVANCE
INVOICE APPROVED FOR PAYMENT**

Finance Team Only:	
_____	Approved by Finance
_____	Budget Line

PLEASE NOTE: All receipts must be attached for reimbursement.

Submitted by:	
Event/Purchase:	
Committee Budget:	
Approver Name:	
Approver Position:	
Signature (if not emailed):	
Date:	

	Date	Description	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10		Tax	
TOTAL			

Cheque No. _____

PAYABLE TO: _____

*If you submit this form electronically, attach the original receipts to a copy and submit to the church office.

Use of the Expense Claim or Cash Advance Sheet

Expense Claim

Repayment of monies (Expense Claim) spent by an individual while engaged in the work of Burton Avenue United Church:

- 1 Fill in the information as required. If you are not sure of the committee budget, ask the Finance Team for assistance.
- 2 Approval may be given by the Committee Chair or the Finance Team.
- 3 Itemize the expenses and attach supporting receipts.
- 4 Make a copy for your records.
- 5 A cheque will be written to reimburse you and you will be notified when your cheque is in your mailbox located beside the minister's office.

Cash Advance

- 1 The form should be used to request a cheque (Cash Advance) to pay pulpit supply, organ supply, office supply and guest musicians.
- 2 On a few occasions, at the discretion of the Finance Team, a cheque may be written for a large expense, eg: Food for BAUC catered dinner or an advance deposit for a program. In the case of food shopping, all receipts should accompany a second use of the form showing any monies not used.
- 3 Cash advances will not be issued for ongoing programs.

Invoice Approval

- 1 The form should be used to request payment of all invoices or bills outside the normal monthly operating budget.
- 2 Committee Chairs should keep a copy to facilitate their next year's budget.
- 3 No invoice will be paid without the Invoice Approved for Payment being first completed.