

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

Finance Team Only: _____ Approved by Finance _____ Budget/Account Line
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PLEASE NOTE: Record each receipt below & attach for reimbursement.

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

Receipt Date	Description	Amount w/o Tax	Tax	Total Amount w/Tax
	Totals			
			Total Amount	

Cheque Date: _____ Cheque No. _____

PAYABLE TO: _____

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

TURN OVER →

Use of the Expense Claim or Cash Advance Sheet

Expense Claim

Repayment of money (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 Team budget, ask the Finance Team for assistance.
- 2 Approval should be given by the Team Lead or, in their absence, by the Finance Team.
- 3 Itemize the expenses and attach supporting original receipts.
- 4 Receipts should **Not** include personal expenses.
- 5 Make a copy of the expense request for your records.
- 6 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, music supply and guest musicians.
- 2 On occasion, at the discretion of the Finance Team, a cheque may be written to an individual as a cash advance to cover instances such as food shopping for BAUC catered dinners or an advance deposit for a programme.
- 3 When the event is complete, any remaining money is returned to BAUC with the original expense receipts. Use the Expense Claim form to list receipts and all monies used.
- 4 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 other than pre-approved bank payments.
- 2 No invoice will be paid without the Invoice Approved for Payment being first completed and approved.

Form Submission

- 1 Place completed forms with attached receipts in the Current Expense Claims folder at the front of the Finance drawer in the filing cabinet to the right of the safe.
- 2 Alternatively, email completed Claim form and approval with scanned receipts to BAUC. Original receipts must still be submitted.