

## EXPENSE REIMBURSEMENT GUIDELINE

When sending the expense reimbursement requisition with email approval, please take note of the following.

### 1. Fill in the Expense Reimbursement Form (ERF)

- 1.1 At the Authorized Person's section, please fill in the full name of the Authorized Person (AP) and put his/her email address at the signature section. Please note the name and email address of the Authorized Person should be the same information as in the Annual Report. This information in the Annual Report is what Auditor will look at to verify the Authorized Person.
- 1.2 Please ensure an Expense Reimbursement Form is submitted. Do not just send with the invoice.
- 1.3 Email the ERF together with supporting documents, like invoice, to the Authorized Person as provided in the ERF.
- 1.4 B/S who are authorized to sign for approval, please clearly state your full name and position as in the Annual Report on the email approval section. If such expense is not under the budget, please kindly refer to point (4) under Expense Reimbursement Policy and get pre-approval before the purchase.

### 2. Reimbursement payment by e-transfer, Cheque or Cash

- 2.1 For reimbursement amount over \$150, please email Percy "percy.yh.lau@gmail.com". **Please note e-transfer payment is preferable to save cost of printing cheque and make payment with better efficiency.**
- 2.2 For reimbursement in petty cash with amount below \$150.01, please email Thomas "thomashungwbc@gmail.com".
- 2.3 Please cc all emails approval to "reimburse@wismerbc.org".

### 3. Subject - this helps to identify the source of reimbursement request

- 3.1 Please put ER\_MMDDYYYY\_Congregation\_Ministry/Department  
Example is ER\_12312022\_English\_Worship
- 3.2 Please always keep the subject as in the above settings. If you would like to put more information as reference, please add that at the back of the subject, like:  
ER\_01072022\_Children Ministry Christian Ed\_ Online Police Record Check
- 3.3 For payment done with Church's credit card, please put CC instead of ER on the subject.

Example is CC\_12312022\_IT

- 3.3.1 please email Percy " percy.yh.lau@gmail.com ".
- 3.3.2 Please cc all emails approval to " reimburse@wismerbc.org ".

**4. Approval Statement on email - this is for auditor to verify**

- 4.1 Please put approval statement with:
- 4.2 Your full name
- 4.3 Your position as authorized person to approve. Do not just type "approved".

**5. Authorized Person must confirm if the expense is a budgeted item and is within budgeted amount or not. If no, please refer to point (4) under Expense Reimbursement Policy and make sure the Claimant gets pre-approval before the purchase.**

**6. Attachment**

- 6.1 Please remember to attach the Expense Reimbursement Form with all invoices when sending out your approval email.
- 6.2 **Authorized person who approves the ERF must forward the supporting invoice and document to Percy/Thomas. Do not attach supporting invoice and document in Google Drive's link or zipped file.**

