

## Important Notes for Approvers:

1. When you approve an expense claim, you are confirming that the expenses were incurred on behalf of MCBC and you are certifying that the information to the best of the approver's knowledge is accurate and complete.
2. According to the approval matrix provided by each division, the submitted claim will first go to Approver #1. If no action is taken within 48 hrs (to be determined), the claim will be escalated to Approver #2. Approver #1 will also receive an email stating that the claim has been re-assigned to Approver #2.
3. The claim will be held in pending status until it is either rejected or approved by the Approver #1 or #2.

## Approval Process:

1. Setup your own Approver's account.
  - a. On the electronic expense claim webpage, click the **"Review Submitted Claims"** button.
  - b. For first-time login: please sign in using your email address and the temporary password (the temporary password will be provided separately).
  - c. Create your own password and then login
2. On the electronic expense claim webpage, click the **"Review Submitted Claims"** link to log in.
  - a. After logging in, you will be taken to the **Approver Dashboard**.
3. reviewing expense claims
  - a. Review the submitted claims that are pending approval
  - a. Make sure all the submitter's information such as name, email address and phone numbers are there
  - b. If the expense claim is submitted on behalf of a third party or outside vendor, make sure the information for the other person and/or vendor is complete
  - c. Make sure the amount of the claim agrees with the supporting documentation such as invoices, receipts, proof of payment etc.
  - d. Make sure that the claim provides sufficient explanation of the nature of the expense

- e. Make sure the description and nature of the expense meets the criteria of the ministry for example: golf membership dues or meals and entertainment at high end restaurant etc. should be rejected

#### 4. Approval Result

- a. Upon review, you can either approve or reject the claim.
- b. If approval is given, the process is completed. The submitter will receive an email stating that the claim is approved, and the claim will be processed for payment
- c. If the claim is rejected, please provide the reasons for the rejection. The submitter will receive an email that the claim is rejected with explanation