

## Important Notes for submitters (applicants) to submit the expense claim:

1. MCBC website under church news: Click on the link Reimbursement
2. Submit Expense Claim form will show up
3. Select “Admin” or “Ministry”
4. Fill out the “Submitter Information”
  - a. Make sure you use the same first and last name on each claim
  - b. Make sure your email address is correct (the Email Money Transfer (EMT) will deposit the money into your selected account based on your email address)
  - c. Click on the appropriate box if submitting the expense claim for someone else or an outside vendor and fill out all necessary information. Make sure the email address is correct.
5. Fill out the “Ministry Details”
  - a. Select the right Division from the drop-down menu
  - b. Select the right Ministry from the drop-down menu
  - c. Select the Expense Category from the drop-down menu
6. Fill out the “Expense Details”
  - a. Make sure the amount of the reimbursement claimed agrees with all invoices and proof of payment
  - b. Pick a date for the expense claim date from the calendar
  - c. Fill out as much detail as possible on the description and nature of the money spent
  - d. Once you select Division and Ministry, you will see the name of the Approver #1 and Approver #2 on the right-hand side (if using the computer) or on the bottom (if using the phone)
7. Attachments:
  - a. If you are using a cell phone, you can take a picture of the invoices or supporting documents and they would be automatically uploaded to support the claim
  - b. If you are using a PC, you can select invoices or supporting documents from your file and upload accordingly
8. Submit Form:

- a. Upon the form is duly completed, you have to click “Submit Expense Claim” to send the claim which will be directed to the approvers for review and approval in accordance with MCBC’s disbursement policies and guidelines
- b. If using a computer, you can select the invoice or relevant supporting documents and upload them.

## **Submission and Approval Process:**

1. Once you submit the claim, you will receive an email from MCBC Expense Claims stating that your expense claim has been submitted.
2. Upon review by Approver #1 (if no action within 72 hours), the claim will be escalated to Approver #2 (if no action within 72 hours), the claim will be rejected and back to the submitter
3. If the claim is approved, you will receive an email from MCBC Expense Claims stating that the claim has been approved and payment will be processed shortly. Upon approval, the third party payee will also receive an email from MCBC Expense Claims stating that “reimbursement expected”
4. If the claim is rejected, you will receive an email from MCBC Expense Claims stating the claim has been rejected with reason. In the case of a dispute or disagreement, this should be escalated to the Treasurer, failing resolution, to the Finance Oversight Committee for final arbitration