

# SASKATOON SASKATCHEWAN STAKE

## ELECTRONIC EXPENSE REIMBURSEMENT FORM

Date (dd-mmm-yyyy)		If you haven't reviewed your address recently with the Clerk or online at <a href="http://www.lds.org">www.lds.org</a> (see back) please provide it here
Event, Activity, or Purpose		
Auxiliary President or Stake Leader		
Cheque Payable to		
		Email: (optional)

Detail of Expense(s)	GST only	Total (with GST)
<b>Total Amounts</b>		

Attach all receipts with this form, as all expenses must be able to be verified.

-----  
Office Use Only  
-----

Stake Presidency's Signature \_\_\_\_\_

Cheque Date (dd-mmm-yy) \_\_\_\_\_ Cheque Number \_\_\_\_\_ Clerk Initials \_\_\_\_\_

**Administration**

- Office Supplies
- Stake Technology
- Stake Travel (Stk Leader)
- Phones/Other Reimbursed

**Other**

- CASH ADVANCE
- General Mission Funds
- OTHER – Member Activity

**Organizations**

- Single Adults
- Young Single Adults
- Priesthood
- Relief Society
- Primary
- Young Men
- Young Women
- Combined Youth Activity
- Scouting
- Other \_\_\_\_\_

**Assignments**

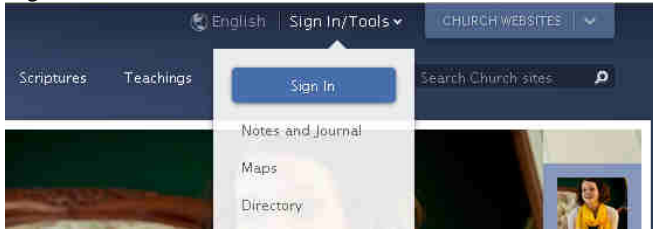
- Family History Centre
- Mission
- Public Affairs
- Emergency Preparedness
- Employment
- Library

**Activities**

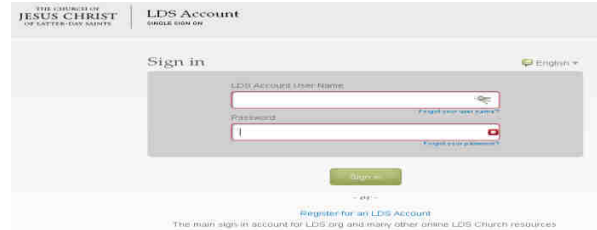
- Stake Activities
- Stake Conference Food, Snacks, Refreshments
- Stake Music
- Seminary / Institute Graduation

## CHECKING to see if your information is correct in the Church records.

1) Go to [www.lds.org](http://www.lds.org). Click on Sign in/Tools, then click on Sign in.



2) If you have an account enter your username and password. If not, there is a link to [Register for an LDS account](#) and follow the directions.



3) Follow steps A and B below to get to this screen.



- In the left sidebar, click **My Household**.
- Click **Edit** above your profile.
- Click **Edit** or **Change** next to the information you want to change. You can add a general e-mail address, phone number, and photo for the overall household. You can also add individual e-mail addresses, phone numbers, and photos for each household member.
- To change your information visibility settings, click **Edit** next to any text that says **Stake Visibility**. Then choose if you want the information or photo visible to leaders only, the ward, or everyone in the stake.
- Click **Save**.
- If you want to change other information (such as your name, birth date, location, or calling) you will need to contact your ward or branch membership clerk. This additional information is stored in your membership record.

## Electronic Expense Procedure:

- Obtain the electronic version of the Expense Form from your Auxiliary President or Stake Clerk.
- Fill out the particulars of when and what the expense was for.
- If you know the address to which the cheque will be sent may not be accurate, provide it in the space provided. You can also check your address by following the steps at the top of this page.
- You only need to summarize the expenses for each category (shown at the bottom) watching for how much GST was charged. (not PST) Enter this in the expense and category table provided using Word 2003 or Foxit PDF Reader.  
NOTE: You may also describe each receipt in the blanks provided if there are 5 or less. (Decorations, food, gas, etc)
- Fill in the GST and Total columns.
- Scan your receipts to include as an attachment. (Or include the receipts that were provided to you electronically)  
NOTE: **If your scans are not legible** then you will have to submit them using the paper method.
- Include your Auxiliary President's name and email it to them. **They should email it to the Financial Clerk**, which will indicate that they approve of and expected the expense from their budget for that activity.
- An email will be sent indicating when your expense has been processed if you've provided your email address.  
NOTE: You may now destroy your receipts.

## Priesthood Leader Phone/Travel

Travel reimbursement is only for travel within the Stake. It will not be for attending Stake Conference or meetings involving the general membership. This will be for gas only (or the agreed upon distance rates), not meals and lodging. Anything outside of this would require special permission from the Stake Presidency BEFORE you make the claim.

For long distance calls, try using the church phones whenever possible.