

Put Receipts on the
BACK
and Place STAPLE here

SASKATOON SASKATCHEWAN STAKE PAPER EXPENSE REIMBURSEMENT FORM

Date (dd-mmm-yyyy)	
Event, Activity, or Purpose	
Auxiliary President or Stake Leader	
CHEQUE PAYABLE TO: (Provide address if payee is not a member or in our MLS system)	

Detail of Expense(s)	GST only	Total (with GST)
Total Amounts		

Attach all receipts with this form on the BACK, 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 (Stake Leader)
- Phones/Other Reimbursed

Assignments

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

Other

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

Activities

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

Organizations

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

Paper Expense Procedure:

1. Obtain the Expense Form and print it out.
2. Fill out the particulars of when and what the expense was for.
3. Provide an address if the Payee is not a member or otherwise doesn't have a record in our system.
4. You only need to summarize the expenses for each category (shown in the Office Use section) watching for how much GST was charged. (not PST) Enter this in the expense and category table provided.
NOTE: You may also describe each receipt in the blanks provided if there are 5 or less. (Decorations, food, gas, etc)
5. Fill in the GST and Total columns.
6. Gather your receipts and **staple** them as indicated on the form – **TOP CENTER ON THE BACK.**
7. Have the Auxiliary President sign the form. Hand it to them or bring it to the Stake clerks office or to a member of the Stake Presidency.

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. Stake Leaders should also be using our office photocopier (stake office) as much as possible for copying or faxing.