

Calgary Truth Baptist Expense Policy
卡城卫道浸信会报销政策

Reimbursement Approving Procedure
报销审批流程

Category 分类	Ministry Included 相关事工	Approval Required 是否需要审批	Approving Procedure 审批流程
Budgeted Routine or Fixed Expense 预算内的日常或固定花费	1. Employee Salary&Related Expense 员工工资及相关费用 2. Rental 场地租金 3. Lunch 周日午餐费用 4. Offering to Christian Organizations 给其它基督教机构的奉献 5. Website/Zoom/Software 网页/网上会议/程序 6. Church Liability Insurance 教会责任险 7. Mother's Day 母亲节 8. Honorarium 讲员费 9. Fixed Church Planting Support 固定植堂资助	No 否	N/A 无
Budgeted but Unfixed Expense 预算内的非固定花费	1. Kitchen 厨房供应 2. Office Supply/ Library 办公室用品/图书馆 3. Church Activities/Team Building 教会活动/团建 4. New Visitor Ministry/Member Caring 迎新事工/会员关怀 5. Discipleship /Sunday School 门训/主日学 6. Lord's Supper/ Baptism 主餐/洗礼 7. Children Ministry 儿童事工 8. Home Groups 家庭小组 9. Happiness Groups 幸福小组 10. IT (单项金额低于\$500)	Yes 是	Procedure 1 流程 1
Budgeted Special Items, or Irregular or Not Budgeted Expense Over \$500 预算内特殊项, 或非常规或预算外花费超过\$500	1. Christian Conference/Camp, etc. 基督教的会议、营会等 2. Fixed Asset (exclude IT hardware with small amount dollar value) 硬件设备 (IT 单项金额等于高于\$500) 3. Training/Seminar/Retreat 培训及培灵会 4. Mission Trip 短宣 5. Irregular Items 非常规项 6. Not Budgeted Items 预算外的项目	Yes 是	Procedure 2 流程 2

Procedure 1: Expense must be approved by the approver of corresponding ministry before reimbursement.

流程 1: 此类花费，在报销之前，必须由相关事工的审批人批准。操作步骤如下：

- 1) The claimant fills out the General Expense Claim Form, then photographs or scans the form along with the original receipts into a PDF file. This is sent to the approver's personal email address, notifying them to sign. See attached list of approvers for each ministry.
报销人填写费用报销申请表(General Expense Claim Form)并与原始收据一起拍照或作成 PDF 文件格式，发给报销审批人（个人邮箱），通知审批人签字，
- 2) After the approver signs the form, they must email it to the church's designated email address: reimburse@truthbaptist.org (ROOTS reimbursement forms are to be emailed to Roots@truthbaptist.org for approval).
Alternatively, the claimant may send the email. The approver and claimant should coordinate to ensure the signed documents are emailed only once.
审批人签完字后，[发电子邮件到教会指定的邮箱 reimburse@truthbaptist.org](mailto:reimburse@truthbaptist.org)，或者请[报销人发邮件到该邮箱](mailto:reimburse@truthbaptist.org)。审批人和报销人协商好，只将签好字的信息发一次到该邮箱。
- 3) Only one email per reimbursement claim should be sent to the church's designated email address.
一份报销只需发一次邮件到教会指定的电子邮箱（见 2），
- 4) The subject line of the email must include: the date, the claimant's name (the name to appear on the check), the purpose of the expense, and the amount.
电子邮件的 subject 栏填写：日期，报销人姓名（**接收支票的姓名**），报销事项及金额。如：**20230120_John Wang_Sundayschool_250\$**，便于查询。
- 5) The General Expense Claim Form must include the payee's name as it should appear on the check. (If the reimbursement is to be made using electronic transfer, please provide the email address for receiving the transfer.)
费用报销申请表上填上收款人用于接收支票的姓名。(如果教会以电子转账方式报销，**请提供接受电子转账的电邮地址**)。
- 6) The finance team member responsible for issuing checks will review the email and issue a check to the relevant claimant.
财务组负责签发支票的同工会查看邮件并开出支票给相关报销人。
- 7) Download link for the General Expense Claim Form.
费用报销申请表下载地址：
<http://www.truthbaptist.org/Uploads/2015/08/General-Expense-Claim-Form.xlsx>

备注：

1. 此电子邮箱为教会报销专用邮箱, **仅用于接收已审批签字的报销费用**，便于清晰明了有效地保存教会账目。请不要在此邮箱里讨论或者询问。
2. 所有报销审批人，即长老，执事团队成员均可进入查阅审批。

Procedure 2: Expense must be pre-approved by Leaders' Team (Elders for ROOTS) before disbursement and reimbursement.

流程 2: 此类花费，在开销和报销之前，必须经由带领团队批准。

- a. Before disbursement, request for the expense must be sent to Leaders for pre-approval.
- a. 在开销之前，此类花费的要求必须提交给带领团队进行预审。
- b. Depending on the urgency, the request will be discussed by Leaders' Team in monthly meeting or through email communication.
- b. 根据要求的紧急程度，将会在带领团队每月的例会上进行讨论，或是通过电子邮件进行讨论。
- c. Once a decision is made, the decision will be notified to the requester by Leaders' Team. If the request is approved, Leaders' Team will also notify Treasure to reimburse the approved amount.
- c. 做出决定后，该决定将会由带领团队通知给请求人。如果要求被批准，带领团队也会告知出纳报销所批准的金额。
- d. The decision will be documented in Leaders' Team monthly meeting minutes or email meeting minutes for record. Not applicable for ROOTS.
- d. 该决定将会被记录在带领团队每月例会会议记录上，或是电子邮件会议记录上存档。

Reimbursement Approver List_Rev5
报销审批人名单

Effective from June 1, 2016/Amended January 20, 2023
2016年6月1日起生效/2023年1月20日修改

Ministry 事工	Approver 审批人	Note 备注
Kitchen Supply 厨房供应	孔祥均, 甄国满	
New Visitor Ministry 迎新事工	张悦君, 甄国满	
Member Caring 会员关怀	张悦君, 甄国满	Note 3 备注 3
Church Activities 教会活动	韩贺鹏, 甄国满	Note 1 备注 1
长执团队活动	韩贺鹏, 全虎德	
Happiness Groups 幸福小组	莫军雁, 全虎德	
Invited speaker travel expenses 邀请讲员交通费	韩贺鹏, 王凡	
Baptism 洗礼 / Lord's Supper 主餐	孔祥均, 王凡	
IT, 敬拜	韩贺鹏, 王凡	
Board 理事会活动	栾溪, 王凡	
Children Ministry 儿童事工	栾溪, 王凡	Note 2 备注 2
Cell Group District 细胞小组牧区	王滨, 王凡	
Cell Groups 细胞小组	王滨, 王凡	
Discipleship 门训/Sunday School 主日学	王滨, 王凡	
Office Supply 办公室用品 / Library 图书馆	王滨, 王凡	

Note 备注:

Note 1: Church Activities include Anniversary, Chinese New Year Party, Christmas, or other outreach activities.

备注 1: 教会活动包括周年庆、春晚、圣诞、或其它外展活动。

Note 2: Approver for Children Ministry should be current Headmaster and Secretary of Children Sunday School.

备注 2: 儿童事工的审批人应该是当时的儿童主日学校长。

Note 3: Approver for Member Caring should be current team leader of member caring group.

备注 3: 会员关怀的审批人应该是当时的关怀小组负责人。

ROOTS Reimbursement Approver List
Effective from November 1, 2025

Ministry	Approver	Note
New Visitor Ministry – Sunday Welcome	Andrew Kim	
Youth Support	Andrew Kim	
Outreach/Mission Expenses	Jessica Zhang	
Small Group Development	Jessica Zhang	
Baptism / Lord’s Supper	Shelley Liu	
Leadership Training	Shelley Liu	
Small Group hosted events	Respective Small Group Leaders	Note 1
IT & Worship	Johnny Zhong	

Note:

Note 1: Small group hosted events include seasonal/holiday events for member caring and outreach activities.