



PLEASE NOTE:

for HST rebate purposes Receipts / Voucher **MUST** accompany this claim

# The Ontario Provincial Synod

## Expense Claim Form

Please mail or email the completed form to:  
Gilles Tessier, 1660 Agincourt Avenue, Sudbury, Ontario P3A 5Y1  
OR [gtessier01@outlook.com](mailto:gtessier01@outlook.com)

Reimbursement is hereby claimed for the following expenses and out-of-pocket costs incurred:

Attended meeting \_\_\_\_\_

(Name of Committee, Working Group, Consultation, etc)

On \_\_\_\_\_

(Date)

In \_\_\_\_\_

(Location)

From \_\_\_\_\_

(Point of Origin)

To \_\_\_\_\_

(Destination)

### PLEASE ATTACH RECEIPTS AND VOUCHERS

Auto KM: ..... {KM@ 0.40 = \$.....

(0.11504) ..... Office Use: HST

\* Note: When claiming car rental, please use cost of gasoline [receipts] and do not claim per kilometre rate

Fare (Air, Bus, Train, Other) \$.....

Meals -en-route ..... \$.....

Accommodation..... \$.....

Misc. (Specify) \$.....

Total \$.....

For Office Use Only:

Date: .....

Cheque #: .....

Amount: \$ .....

Account #

Authorized by:

Signature \_\_\_\_\_

Name (print) \_\_\_\_\_

Title (The Rev., etc.) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_