



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

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

Attended meeting _____
(Name of Committee, Working Group, Consultation, etc)

On _____ In _____
(Date) (Location)

From _____ To _____
(Point of Origin) (Destination)

PLEASE ATTACH RECEIPTS AND VOUCHERS

Auto KM: {KM@ 0.55 = \$.....

(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 \$.....

(0.11504)	Office Use: HST
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For Office Use Only:
Date:
Cheque #:
Amount: \$
Account #
Authorized by:

Signature _____

Name (print) _____

Title (The Rev., etc.) _____

Address: _____
