



PLEASE NOTE:

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

The Ontario Provincial Synod

Expense Claim Form

Mail Completed Form To: Gilles Tessier, 1660 Agincourt Avenue, Sudbury, Ontario P3A 5Y1

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@ 0.40 = \$.....

(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: _____
