



### Treasurer's Note re: Travel Expenses

Please be advised that travel arrangements to and from Provincial Synod in Ottawa are the responsibility of the delegates, and the delegates will be reimbursed for the actual travel expenses incurred. Please use the standard travel claim form which is posted online and will also be available at the time of registration or from the Provincial Treasurer.

Please ensure that supporting receipts and vouchers are attached and that your airfare voucher clearly states the HST charges. Credit Card vouchers do not constitute a valid receipt.

The accommodation charges at the Hotel will be paid by Provincial Synod and the Dioceses will be invoiced in due course for this expense, together with the costs of meals.

Any personal charges to delegates's rooms should be paid at time of check-out.

The Provincial Synod Treasurer will be in attendance at Synod and payment of your travel claims at that time can be made.

Din P. Oosterbaan,  
Provincial Synod Treasurer