



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@ 0.30 = \$.....

(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
.....	.....
.....	.....
.....	.....

For Office Use Only:
Date: .....
Cheque #: .....
Amount: \$ .....
Account #
Authorized by:

Signature \_\_\_\_\_  
Name (print) \_\_\_\_\_  
Title (Rev., etc.) \_\_\_\_\_  
Address: \_\_\_\_\_