



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

The Ontario Provincial Synod

Expense Claim Form

Mail to: Mr. Din P. Oosterbaan, Provincial Treasurer,

c/o Diocese of Algoma, Box 1168, Sault Ste. Marie, Ontario P6A 5N7

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

Attended meeting _____

(Name of Committee, 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 \$.....

Box for receipts and vouchers with lines for recording amounts.

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

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