



BRITISH COLUMBIA SYNOD
Evangelical Lutheran Church in Canada
 80 East 10th Avenue, New Westminster, BC V3L 4R5
 Phone: (604) 524-1318 Fax: (604) 524-9255

Congregation: _____ **Date:** _____

Name (payable to): _____ **Meeting date**

Address: _____ **from:** _____

Postal Code: _____ **to:** _____

Purpose of Meeting: _____

All receipts MUST be attached. NO payment without receipts!

Indicate Dates:							Total \$		Office use
									A/C
<i>Meeting Costs:</i>									
Telephone									
Photocopying									
Supplies									
Other _____									
Total Meeting Costs									

<i>Travel Costs:</i>									
Accommodation									
Meals incl. Tips									
Taxi - Parking									
Airfare - Bus									
*Car expense from below									
Other - fees									
Total Travel Costs									

TOTAL

Donation to BC Synod

(if applicable)

AMOUNT DUE

4610

Car allowance reimbursed at 42 cents/km			
From	To	total km driven	* \$
			x 0.42 =

Please sign here to confirm donation to the BC Synod:

I _____ direct that the funds to which I am entitled by way of reimbursement for approved expenses and would otherwise be forwarded to me by cash or cheque, be transferred to the BC Synod as my gift.

Submitted by: _____

Please leave this space blank. Office use only.

_____ GST amount

Committee Chair Approval: _____

Notes: _____