



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: _____

Please attach all receipts

Indicate Dates:							Total \$	Office use
								A/C

Meeting Costs:

Telephone						
Photocopying						
Supplies						
Other _____						
Total Meeting Costs						

Travel Costs:

Accommodation						
Meals incl. Tips						
Taxi - Parking						
Airfare - Bus						
Ferry						
*Car expense from below						
Other - fees						
PST						
GST						
Total Expenses						

Remember to record the GST amount

Donation to BC Synod
(if applicable)

AMOUNT DUE

4610

<u>Car allowance reimbursed at 37 cents/km</u>			
From	To	total km driven	* \$
		x 0.37 =	

Please sign here to confirm donation to BC Synod: _____

Please leave this space blank. Office use only.

Submitted by: _____

Committee Chair Approval: _____

Notes: _____