



Eastern Synod of the Evangelical Lutheran Church in Canada
74 Weber Street West
Kitchener, Ontario N2H3 3Z3
Telephone: (519) 743-1461 Toll Free: 1-877-373-5242
Fax: (519) 743-4291

RECORD OF EXPENSES

Name			
Address			
City			
Province		Postal Code	

Date			
Committee			
Event/Purpose			
Location			

Please make cheque payable to: _____
 (if different from Name above)

Description	Total Expenses
Accommodation	
Meals	
Transportation: Air/Rail/Bus	
Car Rental	
Parking Toll	
Taxi/Limo	
Vehicle - Enter # of Kms x \$0.40/km	
Other (please specify):	
Total Expenses (Amount Due)	\$

DONATION: If you wish to donate back any of your expenses to the Eastern Synod, please attach a personal cheque for the amount of your donation. An Eastern Synod donation receipt will be issued for this amount.

<p>PLEASE REMEMBER TO ATTACH ALL YOUR RECEIPTS!</p>	<p>Certified Correct: _____ <div style="text-align: right;">(Signature)</div></p>
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Office Use:			
Account Name	Account Number	Amount	
_____	_____	_____	Total Expenses: _____
_____	_____	_____	
HST	1041-1000	_____	Approved by: _____
	TOTAL \$	_____	
Finance Approval: _____			
Date: _____ Cheque #: _____			