



Eastern Synod of the Evangelical Lutheran Church in Canada
74 Weber Street West
Kitchener, Ontario N2H 3Z3
Telephone: (519) 743-1461 Toll Free: 1-877-373-5242

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 \$0.58	0.00
Other (please specify):			
Total Expenses (Amount Due)			\$ 0.00

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.

PLEASE REMEMBER TO ATTACH ALL YOUR RECEIPTS!	Certified Correct: (person submitting) _____ (Signature)
Office Use: Account Name _____ Account Number _____ Amount: _____ HST 1041-1000 Amount: _____ Approved by: _____ Finance Approval: _____ Date: _____ Cheque #: _____ TOTAL \$ _____	