



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/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.

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 \$ _____	