



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 \$0.54/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: _____

(Signature)

Office Use:

Account Name _____ Account Number _____ Amount _____

Total Expenses: _____

HST

1041-1000

Approved by: _____

TOTAL \$

Finance Approval: _____

Date: _____

Cheque #: _____

May 1, 2023