



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 \$0.56/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: (person submitting) _____ <div style="text-align: right;">(Signature)</div></p>
<p>Office Use:</p> <p>Account Name _____ Account Number _____ Amount: _____</p> <p>HST 1041-1000 Amount: _____</p> <p>Approved by: _____</p> <p>Finance Approval: _____</p> <p>Date: _____ Cheque #: _____ TOTAL \$ _____</p>	