



Eastern Synod  
of the Evangelical Lutheran Church in Canada

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):	
<b>Total Expenses (Amount Due)</b>	<b>\$</b>

**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.

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

May 1, 2023