



**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**  
**Fax: (519) 743-4291**

## RECORD OF EXPENSES

<b>Name</b>			
<b>Address</b>			
<b>City</b>			
<b>Province</b>		<b>Postal Code</b>	

<b>Date</b>	
<b>Committee</b>	
<b>Event/Purpose</b>	
<b>Location</b>	

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 \$0.40/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.

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