

The Diocese of Kootenay
The Anglican Church of Canada
EXPENSE CLAIM FORM

Revised Jan. 1/19 Dioc Council
to 45¢/km for single &
48¢/km for car-pool rate

Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

Date: _____ Event Attended: _____

Passenger names if Car-Pool: _____

Vehicle Travel: Applies to Clergy, Employees & Lay Members for travel expenses incurred during normal business and for travel to and from conferences and meetings.

Single: _____ km @ 45¢ /km = \$ _____

Car Pool (2 +): _____ km @ 48¢ /km = \$ _____

Meals: Maximum: Breakfast \$10, Lunch \$15, Dinner \$25 \$ _____
or Daily Maximum Total of \$50 including taxes
(Receipts must be attached, Alcohol exempt)

Telephone Expense: \$ _____

Other Expense: \$ _____

TOTAL PAYABLE: \$ _____
=====

NOTE: please attach vouchers for GST purposes.

SIGNATURE: _____

Date: _____

Acct #: _____

Acct #: _____

Approved: _____

Chq # _____ \$ _____