

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

Revised July 2022 Diocesan
Council to 61¢/km

Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

Date: _____ Event Attended: _____

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

_____ km @ 61¢ /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 # _____ \$ _____

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