



ASSEMBLY 2023 TRAVEL EXPENSE FORM

June 27 – July 2, 2023

For use by General Synod Members and Authorized Persons Only

Please attach receipts for all expenses

Make cheque payable to me []

Or

Make cheque payable to the Diocese []

Name (Print):

Address:

City:

Province:

Postal Code:

Member of General Synod from Diocese of/Group: _____

Partner or authorized guest. Specify: _____

My expenses to attend the above meeting are:

	Total Cost	Finance Use Only	
		Federal Rebate	Provincial Rebate
Car use @ 62¢ per km #km_____	\$		
Bus/Airport Taxi, etc. - Receipts required	\$		
Meals en route (up to \$45 per day) - Receipts required; claims <u>not</u> accepted for alcoholic beverages	\$		
Hotel (Economy) - Receipts required	\$		
Other (see attached)	\$		
Total Expenses	\$		

DONATION: If you wish to make a donation to the **General Synod** for any or all of your expenses, please attach a personal cheque for the amount of your donation. A donation receipt will be issued for this amount.

I certify that I am an authorized member or partner/guest of General Synod for Assembly 2023 and that the expenses claimed are allowable and contain no items of a personal nature.

Signature:

Date Submitted:

Approved by:

Date Approved:

For Office Use Only

Account #	\$
Account #	\$
Account #	\$
Federal Rebate	\$
Provincial Rebate	\$

Expenses due by July 31, 2023