



Expense Form
 ELCIC – Saskatchewan Synod
 114 Seminary Crescent
 Saskatoon, SK, S7N 0X3

Name _____ Date of Meeting _____

Address _____ Location _____

City _____ Postal Code _____ Committee _____

Transportation:

Date	From	To	KM x \$.52	Totals

Other Expenses:

Expense	Expense Amount	GST Amount	Total
Hotel/Motel			
Meals			
Taxi			
Telephone			
Parking			
Miscellaneous			
Grand Totals			

Signature _____

Expenses over \$30 require supporting documentation in order to claim the GST rebate. Expenses under \$30 need notation of GST paid & location.

Authorization signature _____

OFFICE USE:

Name of Account _____ Account # _____

Paid _____ Total Paid _____ Cheque # _____

Expense Cheques may be returned to Synod as a donation - a charitable donation receipt can be issued.