

THE UNITED CHURCH OF CANADA
NEWFOUNDLAND & LABRADOR CONFERENCE
EAST & WEST DISTRICTS

DATE: _____ DATE (of meeting) _____

Claims for expenses related to meetings of District and Conference groups should be completed and signed by the claimant. Rates approved by the Districts apply.

The Treasurer or Chairperson of Finance will approve claims for District and Executive Meetings. Otherwise, approval will be by the Chair of the appropriate division, committee or council.

**CLAIMS FOR MEALS AND PUBLIC TRANSPORTATION ETC.
CANNOT BE REIMBURSED IF ORIGINAL RECEIPTS, VOUCHERS OR
BILLS ARE NOT SUBMITTED.**

NAME: _____

ADDRESS _____

POSTAL CODE _____ DISTRICT _____

PASTORAL CHARGE REPRESENTED _____

Purpose for travel (indicate which Division or Committee) _____

List delegates/members travelling with you _____

Destination: From _____ To _____

Air Fare (Receipts enclosed) _____

Car _____ Km @ _____ per Km _____

Accommodations (Receipts enclosed) _____

Meals (Receipts enclosed) _____

TOTAL _____

SIGNATURE _____

Claimant

APPROVED BY _____

Treasurer/Chairperson