



Evangelical Lutheran Church in Canada
Eglise Evangélique Luthérienne au Canada

600-177 Lombard Avenue, Winnipeg, Manitoba R3B 0W5 (204) 984-9150 Fax: (204) 984-9185

RECORD OF EXPENSES

Name: _____ Date: _____

Address: _____ Committee: _____

City: _____ Event/Purpose: _____

Province: _____ Postal Code: _____ Location: _____

Please make cheque payable to: _____

Description	Total Expenses	GST included in Total
Accommodation		
Meals		
Transportation: Air/Rail/Bus		
Car Rental		
Parking Toll		
Taxi/Limo		
Personal vehicle: number of km _____ x \$0.40/km		
Other:		
TOTAL EXPENSES		

DONATION: If you wish to make a donation to ELCIC for any of your expenses, please attach a personal cheque for the amount of your donation. An ELCIC donation receipt will be issued for this amount.

PLEASE REMEMBER TO ATTACH ALL YOUR RECEIPTS!

Signature: _____

Office Use:

Account Name	Account Number	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

DFA Approved: _____
Date: _____ Cheque # _____
Revised: August 1, 2013

Expense Summary:

Total Expenses	\$ _____
Less: Deduction _____	- _____
Amount Due:	\$ _____
Certified Correct: _____	(Signature)
Date: _____	
Approved By: _____	