



# Record of Expenses

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ Committee: \_\_\_\_\_  
 City/Prov: \_\_\_\_\_ Event/Purpose: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ Location: \_\_\_\_\_

Please make cheque payable to:

Description	No. of Kms	Total Expenses	GST
Accommodation			
Meals			
Transportation: Air/Bus/Rail			
Car Rental			
Parking Toll			
Taxi/Limo			
Personal vehicle: (\$0.56/km)			
Other			
<b>Total:</b>			

***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
		Cheque Approved: _____
		Date: _____
Total: _____		Cheque # _____
Expense approved by: _____		
Date: _____		