

GL: _____
Taxes: _____
Booked: _____

Synod Cheque # _____
Church Society Cheque # _____
office use only

Diocese of Quebec Travel reimbursement request

Meeting:

- D.E.C.
- Programme Committee
- Task Force on Human Sexuality
- Quebec Diocesan Gazette Board
- Church Society Central Board
- Church Society Standing Committee
- Other _____

Dates of meeting _____

Name: _____

Address: _____

My expenses to attend the above meeting were:

Air/Train fare \$ _____

Car Use @ .35cents@km.: _____ Km \$ _____

Meals (*Maximum: breakfast-\$10; lunch- \$15; supper-\$25*) \$ _____

Hotel* & Lodging@ \$20.00 per night \$ _____

Airport taxes, parking, taxi, bus, etc. \$ _____

TOTAL EXPENSES \$ _____

Signature: _____

ALL RECEIPTS MUST BE ATTACHED
Diocesan policy regarding travel reimbursement on reverse side

* Maximum \$100. or in the case where the event is using a specific hotel the amount cannot exceed the rate the diocese would pay at the hotel where it is placing participants