



Expense Claim Form

Receipts MUST be provided for meals, accommodations, and all purchases.
Receipts / Sales slips issued by supplier MUST clearly show HST.
Copies of debit slips / credit card slips NOT showing HST cannot be reimbursed.

Date	Account Code on 2 nd page	Accomm.	Meals	Transport.	Parking	Other	HST	TOTAL
Totals								
Traveling From: _____ To: _____						Kms. Traveled		
Traveling From: _____ To: _____						_____ kms		
Traveling From: _____ To: _____						_____ kms		
Traveling From: _____ To: _____						_____ kms		
Traveling From: _____ To: _____						_____ kms		
Traveling From: _____ To: _____						_____ kms		
Total kms traveled								
Km. rate						\$0.62 / km		
Total claim for kms								
Total expense claim								

OPTIONAL

Diocesan travel by car generated 22.7 metric tons of CO₂ emissions in 2022. I _____ direct that \$ _____ (amount of donation) from the funds to which I am entitled by way of reimbursement, and would otherwise be forwarded to me by cheque or EFT, be transferred as my charitable donation to the Diocese to be used by the Diocesan Environmental Network.

AUTHORIZATION

Submitted by: _____ *Please complete the second page*

Signature of Claimant

Approved by: _____

VSST/Committee Team Leader/Chair

Synod Office



**DIOCESE OF NOVA SCOTIA & PRINCE EDWARD
ISLAND**



Expense Claim Form

*Please ✓ the committee(s) of which you are a member and the meeting date(s) that you attended.
* Front page must be signed by the Team Leader/Chair of VSST/Committee **

Abuse Prevention Initiative	1 – 8870 – 00	Healthy Leadership-VSST	1 – 8814 – 12
Archives	1 – 8814 – 21	Discernment & Formation TG	1 – 8814 – 43
Audit	1 – 8814 – 10	Mentoring	1 – 9009 – 00
Archdeacons	1 – 9538 – 00	CAPP Formation	1 – 8947 – 01
Regional Deans	1 – 9304 – 00	CAPP - DVAC	1 – 8947 – 00
Appointments Task Group	1 – 8814 – 17	Community of Deacons	1 – 9015 – 00
Canons & Constitutions Cttee	1 – 8814 – 16	CAPP Meeting	1 – 8814 – 44
Committee of Chairs	1 – 8814 – 14	CAPP-Pre Ordination Review	1 – 9012 – 00
Clergy Wellness Commission	1 – 8861 – 00	SOM - ACPO	1 – 9012 – 01
Diocesan Council	1 – 8814 – 10	SOM - Pre Ordination Review	1 – 9011 – 00
Diocesan Synod Arrangement	1 – 8814 – 15	Connectors ML Cohort	1 – 9016 – 00
Diocesan Synod Costs	1 – 8820 – 00	Vital Church Maritimes	1 – 9017 – 00
FINANCIAL DEV. -VSST	1 – 8814 – 20		
Budget	1 – 8814 – 25	Human Resources -VSST	1 – 8814 – 24
Investment Liaison	1 – 8814 – 27	Mission Outreach & Social Justice -VSST	1 – 8814 – 70
Mortgage, Loan & Property	1 – 8814 – 22	Fairness in Basic Human Needs Meeting	1 – 8814 – 74
Diocesan Times Mgmt Board	1 – 8814 – 54	PWRDF Meeting	1 – 8814 – 76
Capital Campaigns	1 – 8814 – 12	Refugee Task Group Meeting	1 – 8814 – 75
Planned Giving	1 – 8814 – 51	First Nations Relations Task Group Meeting	1 – 8904 – 15
Healthy Parishes-VSST	1 – 8814 – 60	Environment Task Group	1 – 8814 – 72
Resource Centre	1 – 8814 – 58	Youth & Family Ministry - VSST	1 – 8814 – 59
Stewardship	1 – 8814 – 53	Youth Ministry	1 – 8814 – 59
Parish Relations	1 – 8814 – 26	Campus Ministries	1 – 8814 – 41
OTHER: please specify →			

Meeting Date(s):

print clearly

Name

Mailing Address

Postal Code

Telephone

E-Mail
