



2022 SYNOD CONVENTION EXPENSE VOUCHER

Pay to: _____

SUBMIT TO:

Address _____

LUTHERAN CHURCH—CANADA

3074 Portage Avenue

Winnipeg, MB R3K 0Y2

Attention: Deb Kitlar

dkitlar@lutheranchurch.ca

DUE DATE: July 31, 2022

_____ P. Code _____

Report Date: _____

NOTES:

Canada Revenue Agency guidelines suggest that claimed expenses be supported with original receipts wherever possible. Except for mileage and meal allowance, LCC will be unable to reimburse for expenses which are not supported with original receipts.

A meal allowance of \$35 has been included in the table below. We kindly ask that meal receipts not be included with this voucher.

AUTO TRAVEL (50¢ per km plus 7¢ per km for each additional delegate). Amount not to exceed lowest airfare per delegate)						
Delegates names: _____						
Date	From	To	Mileage	Rate	Total	<i>For office use only</i>
						50%
OTHER EXPENSES (Attach receipts where possible):						
					Total	
Airfare						
Local Cab/Transportation						50%
Meal Allowance \$35 per travel day maximum \$140 subject to approval.			Dates Claimed:			50%
Other						50%
Total Expenses						1210-10
(OPTIONAL) Donation to Lutheran Church—Canada for which a charitable receipt will be issued - please sign contract below						
FOR CRA PURPOSES: I, _____ direct that a portion (\$_____) of the funds to which I am entitled by way of reimbursement, and would otherwise be forwarded to me by EFT or cheque, be transferred to LCC as my gift						A/C # 1460-20
Balance, for which a cheque will be issued						Total Expenses

Declaration:

I have read and understood the aforementioned Notes and have submitted receipts for all expenses except meals and mileage.

Signature of Claimant

Accounting Manager