KAMLOOPS-OKANAGAN PRESBYTERY

TRAVEL & COMMITTEE EXPENSE CLAIM FORM

(Do NOT use this for claiming travel expenses to a Spring or Fall meeting of Presbytery)

Mail or fax your claim to: Leslie Stirling, Treasurer
P.O. Box 677, Barriere, BC V0E 1E0
Phone/Fax (250) 672-5706

Name: _____

Address: _____

Signature: _____

TRAVEL EXPENSE CLAIM

Note: Travel within the boundaries of Presbytery while on Division or Committee work is paid at the rate of 41¢ per kilometer for the driver plus 3¢ for each passenger. Use a separate line for passengers.
Travel outside the boundaries of Presbytery while on Division or Committee work is paid at the rate of 41¢ per kilometer or commercial bus fare, whichever is the lesser amount.

Date traveled	Committee/Division/Activity & purpose	Mileage	Rate	Amount

NON-TRAVEL EXPENSE CLAIM

If claiming for more than one Committee/Division/Activity expense, please list separately. Please attach receipts.

Committee/Division/Activity	Type of Expense	Amount

Date _____ Cheque # _____ Total Claim $ _____