CHEQUE REQUISITION FROM **BRITISH COLUMBIA CONFERENCE**

PAY TO

ADDRESS

IN PAYMENT OF **TRAVEL EXPENSES DETAILED BELOW**

PLEASE PRINT NAME AND ADDRESS CLEARLY

DATE	REQUESTED BY

INSERT DATE AND SIGN

AMOUNT	AUTHORIZATION

ACCOUNT NUMBER	AMOUNT		CHEQUE DISPOSITION
			MAIL ☐
			RETURN TO BOARD ☐
			FOR TREASURY USE ONLY
			DATE PROCESSED
			NUMBER

PLEASE DO NOT WRITE IN THIS SECTION

DETAILS OF EXPENSE CLAIMED

PURPOSE OF TRAVEL

EVENT _____

DATE(S) _____

TRAVEL COSTS

FROM _____

TO _____

VIA _____ _____

_____ _____

AUTO _____ MILES / KM @ _____ _____

MEALS AND ACCOMMODATION _____

OTHER (PLEASE PROVIDE DETAILS) _____ _____

_____ _____

_____ _____

TOTAL CLAIM _____