



# Volunteer Expense Form

British Columbia Conference — The United Church of Canada  
4383 Rumble Street, Burnaby, British Columbia V5J 2A2  
604.431.0434 — ccliff@bc.united-church.ca

Pay to: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Event: \_\_\_\_\_ Dates: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

### Travel Costs

Ferry/Air/Bus/Taxi (attach receipts and email) \_\_\_\_\_

Auto from lower mainland or Victoria Presbyteries (km) \_\_\_\_\_ x .37 = \_\_\_\_\_

Auto from outer Presbyteries (km) \_\_\_\_\_ x .39 = \_\_\_\_\_

Meals and Accommodation (attach receipts and email) \_\_\_\_\_

Other (provide details and receipts) \_\_\_\_\_

\_\_\_\_\_

### Subtotal

I would like to donate this amount of my reimbursement to BC Conference \_\_\_\_\_

### Total claim

\_\_\_\_\_

### Office Use Only

Authorized by: \_\_\_\_\_

Account Number	Amount
Date Processed:	Number:

Email form and receipts to Chris at ccliff@bc.united-church.ca