



The cost of meetings is funded by the Mission and Service Fund. Being good stewards of these resources, we are ever grateful for the gifts of many for God's ministry in The United Church of Canada. Committees and task groups of the Pension Board are funded through the United Church Pension Fund.

Shaded Areas for Office Use Only

Vendor Number	Navision Document Number
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Payee Name _____

Address _____

Meeting _____

Meeting Date _____ Staff Contact _____

See Schedule on reverse for allowable amounts.

Description on cheque stub (25 characters):					TOTAL
Expenses	Amount	HST / GST	Account	Cost Centre	Description
Airfare (attach receipts)			53005		Air Travel Only
Train/Bus/Taxi (attach receipts)			53009		Other Travel
Parking (attach receipts)			53007		Vehicle/Parking
Vehicle use No. of km _____			53007		Vehicle/Parking
Meals No. of breakfasts _____			53010		Meals
No. of lunches _____			53010		Meals
No. of dinners _____			53010		Meals
Other:					
TOTAL CLAIM					

Notes on Expenses

I certify that the expenses claimed are allowable and contain no items of a personal nature.

Signature _____

Date Submitted _____

Payment Disposition:

- Send cheque by mail
- Direct Deposit (see over for information)

Voluntary Donation

I, _____ direct that \$ _____ of the funds to which I am entitled by way of reimbursement as outlined above, and would otherwise be forwarded to me, be transferred to the Mission and Service Fund as my gift.

Signature _____

Thank you! You will receive a tax receipt for this donation.

Authorized by	Date	Unit	Extension No.

The policy for reimbursement of expenses for members of committees and task groups is established by the Executive of the General Council. This policy is available from all General Council staff (found on the office intranet) or on the United Church website: www.united-church.ca/getinvolved/servegc/supporting.

**Schedule (effective January 1, 2012)
from Policy 6.08: Reimbursement of Expenses - Committees and Task Groups**

Use of Private Vehicle

\$0.41 per kilometre

Maximum Hotel Rate

\$95.00 plus tax per day in the Toronto area

Hospitality Rate

\$25.00 per night to a maximum of \$100 per meeting

Standard Meal Allowance—no receipts required

Please note that the cost of alcoholic beverages cannot be claimed

Breakfast	Up to a maximum of \$15.00
Lunch	Up to a maximum of \$15.00
Dinner	Up to a maximum of \$25.00

Pulpit Supply (Please use Pulpit Supply Expense Form)

Worship leadership and preaching: \$116.00 plus incidental expenses and mileage (maximum \$157.00)

Preaching and pastoral care: \$232.00 plus incidental expenses and mileage (maximum \$284.00)

Direct Deposit

Obtain the Direct Deposit Form from your staff contact person and attach a blank cheque.

Harmonized Sales Tax (HST) or Goods and Services Tax (GST)

Please attach original receipts for travel and accommodation expenses claimed that indicate the HST/GST paid and the HST/GST number of the business/vendor. The United Church of Canada can claim the Harmonized Sales Tax or the Goods and Services Tax rebate only where original receipts are provided. These are also used for audit purposes.

Voluntary Donation

This option is provided in response to requests from members. It is entirely voluntary. If you would like to donate all or a portion of your expense reimbursement to the Mission and Service Fund, please complete this section of the form. The amount you specify will be deducted from your reimbursement and you will receive a tax-deductible receipt for the donation.

Please return your completed form for Reimbursement of Expenses for authorization and processing to:

Contact person _____
(or Member Engagement)
The United Church of Canada
3250 Bloor St. West, Suite 300
Toronto, ON M8X 2Y4