

**NORTHERN WATERS PRESBYTERY  
VOLUNTEER  
TRAVEL EXPENSE SHEET**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSTAL CODE \_\_\_\_\_

Please Return to: Louise Hewson  
Northern Waters Presbytery  
P.O. Box 10038  
Alliston, ON L9R 0B7  
[lhwson@united-church.ca](mailto:lhwson@united-church.ca)  
Fax: 705-434-1846

DATE	PURPOSE	TOTAL TRAVEL km.	TOTAL
<b>Total</b>			

The rate used by The United Church of Canada to calculate travel reimbursement is \$ .41/km.

Submitted by \_\_\_\_\_ Dated \_\_\_\_\_

Approved by \_\_\_\_\_ Dated \_\_\_\_\_  
*Chair of Finance Committee*

**POLICY**

Presbytery members are eligible to be reimbursed for mileage at the current General Council rate for all Presbytery meetings and all Presbytery work not covered by the Pastoral Charge

**PROCEDURE**

- Use the forms provided by Toronto Conference
- The mileage form is available at Presbytery meetings, the Presbytery office and the Northern Waters link on the Toronto Conference Web page.
- All completed mileage forms will be forwarded to the Presbytery office either electronically or by regular mail and placed in the Finance Chair's mailbox. Northern Waters Presbytery P.O. Box 10038, Alliston, ON L9R 0B7.  
[lhwson@united-church.ca](mailto:lhwson@united-church.ca)
- The Presbytery office Administrator will forward the forms to the Finance Chair to review and sign
- The Finance Chair will forward the signed expense forms to the Finance and Property Administrator, Toronto Conference
- Expense cheques will be issued from the Toronto Conference office.