

**TORONTO SOUTHEAST PRESBYTERY
VOLUNTEER EXPENSE SHEET**

NAME _____

ADDRESS _____

POSTAL CODE _____

Date yy/mm/dd	Expense Details	Travel Km's (rate = .41 per)	\$ TOTAL
Total			

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

Submitted by: _____ Dated: _____

Approved by: _____ Dated: _____

Treasurer / or Chair of Appropriate Committee

POLICY – Allowable Expenses – See the full policy #2010-003 Revised January 17, 2012.

- Travel costs (car “mileage” and parking or transit) for Committee work such as JNACs, JSCs, Oversight Visits, or other team-authorized consultations and meetings
- Administrative expenses incurred on behalf of the committee (postage, photocopying, supplies...)
- Attendance at training events including travel and fees as authorized prior to the event and within the committee’s budget
- Travel costs for attendance at meetings of Teams, Executive and Plenary (please indicate separately from other travel) in support of work of teams and committees

PROCEDURE

- Send the (signed) form plus supporting documents to the presbytery office by mail (963 Pharmacy Ave., Toronto, ON. M1R2G5) or in scanned version to wmler@united-church.ca
- Approved forms will be submitted to the Toronto Conference for payment.
- NOTE: Please accumulate \$25 worth of expenses before submitting.