

The cost of church meetings is funded by the resources of the church that are called upon to do so much. 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 that has made this possible. 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
---------------	--------------------------

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:					
<b>TOTAL CLAIM</b>					

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 donated to support the Mission and Service of The United Church of Canada as a 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 Commons](#).*

**Schedule (effective January 1, 2018)  
from Policy 6.08: Reimbursement of Expenses - Committees and Task Groups**

**Use of Private Vehicle**

\$0.39 per kilometre

**Maximum Hotel plus Breakfast Rate**

\$140.00 plus tax per day in the Toronto area

**Hospitality Rate**

\$25.00 per night to a maximum of \$100 per meeting for your host for home stays

**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 (without hotel stay the previous night)

Lunch Up to a maximum of \$15.00

Dinner Up to a maximum of \$25.00

**Pulpit Supply / Visiting Ministry Personnel (Please use Pulpit Supply Expense Form)**

\$209 daily rate – for a full working day, or any portion thereof. This rate is not linked to any specific number of hours served.

In addition, applicable travel and incidental expenses (e.g. meal costs) are reimbursable up to a maximum of \$50.00 with receipts or mileage claims.

**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 200  
Toronto, ON M8X 2Y4