

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

Pastoral Charge _____

Pastoral Charge Mailing Address _____

Requested by (committee/task group member) _____

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
Weekend Supply / Worship Leadership and Preaching			53025		Pulpit Supply
Vehicle use No. of km _____			53025		Pulpit Supply
Incidental Expenses			53025		Pulpit Supply
TOTAL CLAIM					

Notes on Expenses (including name of the supply minister and number of hours of service being remunerated)

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)

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

Standard Meal Allowance

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

\$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

If you would like to have your reimbursement deposited directly into your bank account, 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 used also for audit purposes.

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