**EXPENSE CLAIM FORM**

**DELEGATES TO CLASSIS BC NORTH WEST October 2022**

The undersigned incurred the following expenses in attending the spring or fall classis meeting as an official delegate:

|  |  |
| --- | --- |
| NAME: | SIGNATURE: |
| ADDRESS: |
| CHURCH: | DATE: |
|  |  |
| AIRFARE | $ |
| FERRY  | $ |
| Mileage 4 \_\_\_\_\_\_\_\_\_ KM @ $0.61/km. | $ |
| MEALS  | $ |
|  | $ |
|  | $ |
|  |  |
| TOTAL EXPENSES | $ |
| CHEQUE #: APPROVED FOR PAYMENT BY: |

Notes:

1. All expense claims must be accompanied with receipts for travel, meals, mileage, etc.
2. Hotel costs will only be reimbursed if arranged by classis due to lack of billeting options. If you choose to stay at a hotel over a billeting option the costs will be your responsibility.
3. Classical delegates will be reimbursed for travel and loss of wages up to the amount determined by classis and at their request.
	1. Airline transportation should be used for long-distance travel.
	2. Classis will pay the cost for seat selection.
4. If a traveler elects to drive for long-distance travel, classis will not reimburse more than the average cost of a plane ticket. Please consider flying, car rental, and carpooling to reduce cost.
5. Each delegate is asked to keep costs down and use the least expensive mode of travel. You are encouraged to travel together as much as possible.