

**EXPENSE CLAIM FORM  
DELEGATES TO CLASSIS BC NORTH WEST**

The undersigned incurred the following expenses in attending the spring/fall Classical Meeting as an official delegate:

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CHURCH \_\_\_\_\_ DATE \_\_\_\_\_

AIRFARE \_\_\_\_\_ \$ \_\_\_\_\_

FERRY \_\_\_\_\_ \$ \_\_\_\_\_

Mileage \_\_\_\_\_ KM @ \$0.45 \_\_\_\_\_ \$ \_\_\_\_\_

MEALS / LODGING \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL EXPENSES**

\$

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APPROVED FOR PAYMENT BY \_\_\_\_\_

**Notes:**

- Hotel costs will only be reimbursed if arranged by classis due to lack of billeting options. If you chose to stay at a hotel over a billeting option the costs will be your responsibility.
- Classical delegates will be reimbursed for travel and loss of wages up to the amount determined by classis and at their request.
  - Airline transportation should be used for long-distance travel.
  - Classis will pay the cost for seat selection.
  - If a traveler elects to drive for long-distance travel, the mileage/car rental reimbursement should not exceed the average cost of an airplane ticket to that destination. Please consider car rental and carpooling to reduce cost.
- 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.