LONDON CONFERENCE EXPENSE SHEET

ACCT CODE:

NAME OF COMMITTEE _____ NAME OF DIVISION _____

LOCATION OF MEETING _____ DATE OF MEETING _____

PLEASE NOTE

- ➜ **Attach receipts for expenses other than travel.**
- ➜ **If you sign in the last column you will receive a tax receipt instead of a cheque.**
- ➜ **In order to reduce costs cheques will be issued at 3-month intervals for amounts under $100.**

NAME **please print**	MAILING ADDRESS **please print**	POSTAL CODE	KMS **round trip**	OTHER $	**TRAVEL** office	**TOTAL** use	**½ GST** only	**NET**	**SIGN for tax receipt in lieu of cheque**

_____

AUTHORIZED BY (SIGNATURE)

Travel Donated $_____ GJ_____

Date _____

SHEETS MUST BE SUBMITTED TO THE OFFICE IMMEDIATELY AFTER YOUR MEETING. THANKS!