**Sample Travel Claim Form**

**THE PRESBYTERY OF MONTREAL**

**TRAVEL TREIMBURSEMENT CLAIM FORM**

**Name:** **Congregation:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Purpose of Trip \*** | **Total Distance \*\* kms** | **Deductible** | **Net Distance kms** | **No. of passengers** |
|  |  |  | 40 kms |  |  |
|  |  |  | 40 kms |  |  |
|  |  |  | 40 kms |  |  |
|  |  |  | 40 kms |  |  |
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|  |  |  | 40 kms |  |  |
|  |  |  | 40 kms |  |  |
|  |  |  | 40 kms |  |  |
| **Totals** |  | \_\_\_\_\_\_ kms | \_\_\_\_\_\_ kms | \_\_\_\_\_\_ kms |  |

\* Meetings covered are as follows:

1. Stated Presbytery Meetings

2. Emergent Meetings

3. Ordination, Induction and Recognition Services

4. Committee and Council Meetings (lay presbyters only)

\*\* Round Trip

Presbyters are responsible for maintaining their own forms and submitting them annually by the end of November to the Presbytery. Travel costs will be reimbursed in December.