

# Expense Claim Form

## Diocesan Assembly 2012



Fanning the Flame . . . .

The New Evangelization

For equalization of Diocesan Assembly September 20—21, 2012

This form is to be filled in by the Pastor/Principal with an ACCUMULATED total of expenses incurred by members of their parish delegates/school staff.

School/Parish Name	
Number of participants this expense form covers.	

<b>INCURRED EXPENSES</b>	<b>AMOUNT</b>
GAS (original receipts attached)	
MEALS (original receipts attached)	
ACCOMMODATION (original receipts attached)	
OTHER (with details)	
<b>TOTAL:</b>	

Remarks (if any)	
Principal/Pastor's Signature:	
Date Submitted:	
Signature for Approval:	
Date Approved:	