

Diocesan Assembly 2014 – Travel Expense Claim Form Summary

School/Parish Name	
Number of participants this form covers	

Participant registration fees will cover all direct Assembly expenses. Parishes and schools will share travel and accommodation costs for their participants on an equalized basis. These costs will be calculated and equalized separately for parishes and schools. Expenses beyond the rates listed below are to be covered by the individual parish/school or by the individual participant. Please remit all expenses to Teresa Phillippe, Office of Evangelization & Catechesis by October 17th, 2014.

Incurred Expenses	Instructions	Amount
Gas	Attach original receipts for out of town participants. In order to minimize expenses, participants are encouraged to carpool whenever possible.	
Accommodation	Attach original receipts for out of town participants. Maximum allowed per participant will be \$50 per night for a maximum of three days if attending two days of Assembly or for a maximum of two days if attending one day of the Assembly.	
Meals	Attach original receipts. Will only include those meals not covered by the Assembly. Maximum paid will be Breakfast \$13.00; Lunch \$17.00 Dinner \$26.00 Liquor will be excluded from expenses.	
Other	Provide details below	
Total amount paid by Parish/School		

Comments/Remarks (if any)	
Principal/Pastor Signature	
Date submitted	
Date approved	

Please mail form with original receipts to:
 Teresa Phillippe, Office of Evangelization and Catechesis
 6500 Southridge Avenue, Prince George, BC V2N 5P9