DIOCESE OF ONTARIO CLERGY AND STAFF REQUISITION FOR TRAVEL AND EXPENSE REIMBURSEMENT

	NAME			
	POSITION			
	TRAVEL LOG FOR MONTH OF		2025	
	PLACE TRAVELED TO OR DESCRIPTION OF		OTHER EX	PENSES
DATE	EXPENSE (attach receipts)	TRAVELED	or # (if known)	\$ Amount
	Total Kilometers		Total Expenses	
	First (max 1,500/mo - 5,000/yr)		@\$0.70 =	
Next			@\$0.64 =	

TOTAL CLAIM

(date) (signature)