DATE:

**MINISTRY CONFERENCE GRANT CLAIM**

FOR EXPENSES RELATED TO ANNUAL CANADIAN CONFERENCE

Ministry Name, City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact info for person submitting this claim:

Name:

Phone:

Email:

Enter the full amount of the flight and accommodation and you will be reimbursed up to the amount

you are eligible for. Please attach copies of receipts.

|  |  |  |  |
| --- | --- | --- | --- |
|  | DATE | $ CAD | COMMENTS |
| ACCOMMODATION |  |  |  |
| AIR FARE or MILEAGE \* |  |  |  |
| TRANSPORTATION |  |  |  |
| REGISTRATION |  |  |  |
| **TOTAL** |  |  |  |

\* For those driving instead of flying, mileage is reimbursed at the rate of $0.68/km per CRA "Reasonable Allowance Rates for 2023"

For the Ministry to receive this Grant, each designated delegate must attend the Conference in person.

Unity Canada reimburses the Ministry, not the designated delegate. The Ministry, at its discretion may reimburse its designated delegates and/or other identified individuals a portion of the Grant it receives.

Ministry Name:

Ministry Mailing Address:

Ministry’s Eligible Conference Grant: $ per the letter you received from Unity Canada Treasurer.

Has your T3010 (inc. the T1235 Form) for last year been sent to the Unity Canada Treasurer? 🞏Yes 🞏 No

A copy of the ministry’s current T3010 (including the Form T1235) must be on file with Unity Canada

prior to issuing the Grant funds.

Send Conference Grant claim to: UNITY CANADA TREASURER

PO Box 5158 Stn Baden; Baden, ON N3A 4J3

OR email to treasurer@unitycanada.org