



Personal Expense Voucher

<p>Member personal information is private and confidential and only used for the express purpose of administering the business of the Union.</p>			
<p>5261 Lane Street, Burnaby BC V5H 4A6 – Tel: 604-437-8601 • Fax: 604-435-7760 Please submit completed form to: expenses@usw1944.ca • Website: www.usw1944.ca</p>			
Committee/Event:			
Date(s):			
Departure Date:		Return Date:	
Travel: (Please attach receipts)			Accounting Use Only
Hotel:	days @ \$	\$	
Taxi:		\$	
Airfare:		\$	
Bus/Ferry:		\$	
Mileage: (Driver per round trip)	kms @ \$0.61	\$	
Per Diem:			
Overnight (substantiated by hotel receipt) :	days @ \$67.00	\$	
Day of Return:	1 day @ \$39.50	\$	
In town: (You may only claim actual meal expenses made necessary by Union business, for which you have attached receipts, up to \$39.50 per day.)		\$	
Miscellaneous: (Description) Please attach receipts			
		\$	
		\$	
		\$	
		\$	
		\$	
BALANCE DUE:		\$	
Payable to:			Date:
Phone #:			Unit:
Address:	Street:		
	City:	Province:	Postal Code:
Signature:		Approval:	