



Personal Expense Voucher

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

Committee/Event:

Date(s):

Location:

Departure Date:

Return Date:

Travel: (Please attach receipts)

Accounting Use Only

Hotel:

days @ \$

\$

Taxi: To:

From:

\$

To:

From:

Mileage To:

From:

To:

From:

To:

From:

To:

From:

Total Mileage

kms @ \$0.70

\$

Per Diem:

Overnight (substantiated by hotel receipt):

days @ \$80.00

\$

Day of Return:

1 day @ \$46.00

\$

In town:

(You may only claim actual meal expenses made necessary by Union business, for which you have attached receipts, up to \$46.00 per day.)

\$

Miscellaneous: (Description) Please attach receipts

\$

\$

\$

\$

\$

\$

BALANCE DUE:

\$

Payable to:

Date:

Phone #:

Unit:

Address:

Street:

City:

Province:

Postal Code:

Signature:

Approval:

Tips for completing this Voucher

Whenever receipts are required, they must be 'itemized receipts' (which specifically show what was purchased). Example: when paying by card and including a tip, also include the receipt with the breakdown of the meal.

An "Overnight" per diem can be claimed for any day that ends with a hotel stay, and the only receipt you need to get the whole \$80 is the hotel bill when checking out.

On your way home after a hotel stay, you claim the entire \$46.00 Day of Return per diem, no receipts necessary.

An In Town per diem is claimed for any day which neither begins nor ends with a hotel stay, but you can only claim the amount of actual meal expenses that you provide itemized receipts for, up to a maximum of \$46.00.

If you're claiming for mileage or taxi beyond just to/from the location listed in the "Location" field, please include the locations driven to/from and an explanation on the "Mileage". Use another sheet if necessary.

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