



# 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          Email: <a href="mailto:twu@usw1944.ca">twu@usw1944.ca</a> • Website: <a href="http://www.usw1944.ca">www.usw1944.ca</a></p>			
<b>Committee/Event:</b>			
<b>Date(s):</b>			
<b>Departure Date:</b>		<b>Return Date:</b>	
Time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm		Time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm	
<b>Travel:</b> (Please attach receipts)			<b>Accounting Use Only</b>
<b>Hotel:</b>	_____ days @ \$ _____	\$ _____	
<b>Taxi:</b>		\$ _____	
<b>Airfare:</b>		\$ _____	
<b>Bus/Ferry:</b>		\$ _____	
<b>Mileage:</b> (Driver per round trip)	_____ kms @ \$0.58	\$ _____	
<b>Per Diem:</b>			
<b>Overnight (substantiated by hotel receipt) :</b>	_____ days @ \$67.00	\$ _____	
<b>In-Town/Day of Return :</b>	_____ days @ \$39.50	\$ _____	
<b>Miscellaneous:</b> (Description) <b>Please attach receipts</b>			
		\$ _____	
		\$ _____	
		\$ _____	
		\$ _____	
<b>Total Expenses:</b> (Travel, Per Diem and Miscellaneous)		\$ _____	
<b>Less Advance received:</b>		\$ (     )	
<b>BALANCE DUE:</b>		\$ _____	
<b>Payable to:</b>			<b>Date:</b>
<b>Phone #:</b>			<b>Unit:</b>
<b>Address:</b>	<b>Street:</b>		
	<b>City:</b>	<b>Province:</b>	<b>Postal Code:</b>
<b>Signature:</b>		<b>Approval:</b>	