



Personal Expense Voucher

Member personal information is private and confidential and only used for the express purpose of administering the business of the Union.			
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):			
Departure Date:		Return Date:	
Time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm		Time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm	
Travel: (Please attach receipts)			Accounting Use Only
Hotel:	days @ \$	\$	
Taxi:		\$	
Airfare:		\$	
Bus/Ferry:		\$	
Mileage: (Driver per round trip)	kms @ \$0.58	\$	
Per Diem:			
Overnight (substantiated by hotel receipt) :	days @ \$67.00	\$	
In-Town/Day of Return :	days @ \$39.50	\$	
Miscellaneous: (Description) Please attach receipts			
		\$	
		\$	
		\$	
		\$	
Total Expenses: (Travel, Per Diem and Miscellaneous)		\$	
Less Advance received:		\$ ()	
BALANCE DUE:		\$	
Payable to:			Date:
Phone #:			Unit:
Address:	Street:		
	City:	Province:	Postal Code:
Signature:		Approval:	