



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 : (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			
		\$ _____	
		\$ _____	
		\$ _____	
		\$ _____	
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:	