|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **TWU USW Local 1944 - Primary** | | **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  **Email:** twu@usw1944.ca ⬩ **Website:** [www.usw1944.ca](http://www.usw1944.ca) | | | | | | |
| **Committee/Event:** | | | | | | |
| **Date(s)****:** | | | | | | |
| **Departure Date:**  **Time:****am**  **pm** | | | | **Return Date:**  **Time:** **am** **pm** | | |
| **Travel:** (Please attach receipts) | | | | | | **Accounting Use Only** |
| **Hotel:** | | | days @ $ | | $ |  |
| **Taxi:** | | |  | | $ |  |
| **Airfare:** | | |  | | $ |  |
| **Bus/Ferry:** | | |  | | $ |  |
| **Mileage: (Driver per round trip)** | | | kms       @ $0.55 | | $ |  |
| **Per Diem:** | | | | | |  |
| **Out-of-Town :** | | | days @ $62.00 | | $ |  |
| **In-Town/Day of Return :** | | | days @ $36.50 | | $ |  |
| **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:** | | |

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