Personal Expense Voucher

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, <u>for which you have attached receipts,</u> 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:**	

<u>**Tips for completing this Voucher**</u>

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.

Please submit the expense form to: expenses@usw1944.ca