



# Unit 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 : [unit.expenses@usw1944.ca](mailto:unit.expenses@usw1944.ca)

|   |                |                                |                            |
|---|----------------|--------------------------------|----------------------------|
| <b>Event:</b>   |                |                                |                            |
| <b>Date :</b>   |                |                                |                            |
| <b>Travel:</b> (Please attach receipts)   |                |                                | <b>Accounting Use Only</b> |
| <b>Bus/Ferry:</b>   |                | \$                             |                            |
| <b>Mileage:</b> (Driver per round trip)   | kms @ \$0.58   | \$                             |                            |
| <b>Per Diem:</b>  |                |                                |                            |
| <b>In-Town :</b><br>(You may only claim actual meal expenses made necessary by Union business, for which you have attached receipts, up to <b>\$39.50</b> per day.) |                | \$                             |                            |
| <b>Miscellaneous:</b> (Description)   |                |                                |                            |
|   |                | \$                             |                            |
|   |                | \$                             |                            |
|   |                | \$                             |                            |
|   |                | \$                             |                            |
|   |                | \$                             |                            |
|   |                | \$                             |                            |
| <b>Total Expenses:</b> (Travel, Per Diem and Miscellaneous)   |                | \$                             |                            |
| <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>Member signature:</b>  |                | <b>Unit Official #1:</b>       |                            |
| <b>Office approval:</b>   |                | <small>Office Use Only</small> | <b>Unit Official #2 :</b>  |

\* Please note: Unless the expense is payable to the Unit Secretary, the Unit Secretary must be one of the signatories above