



# Personal Expense Voucher

|  |                       |   |                            |
|--|-----------------------|---|----------------------------|
| <p>Member personal information is private and confidential and only used for the express purpose of administering the business of the Union.</p>   |                       |   |                            |
| <p>5261 Lane Street, Burnaby BC V5H 4A6 – Tel: 604-437-8601 • Fax: 604-435-7760<br/>         Please submit completed form to: <a href="mailto:expenses@usw1944.ca">expenses@usw1944.ca</a> • Website: <a href="http://www.usw1944.ca">www.usw1944.ca</a></p> |                       |   |                            |
| <b>Committee/Event:</b>  |                       |   |                            |
| <b>Date(s):</b>  |                       |   |                            |
| <b>Departure Date:</b>   |                       | <b>Return Date:</b>   |                            |
| Time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm  |                       | Time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm |                            |
| <b>Travel:</b> (Please attach receipts)  |                       |   | <b>Accounting Use Only</b> |
| <b>Hotel:</b>  | _____ days @ \$ _____ | \$ _____  |                            |
| <b>Taxi:</b>   |                       | \$ _____  |                            |
| <b>Airfare:</b>  |                       | \$ _____  |                            |
| <b>Bus/Ferry:</b>  |                       | \$ _____  |                            |
| <b>Mileage:</b> (Driver per round trip)  | _____ kms @ \$0.59    | \$ _____  |                            |
| <b>Per Diem:</b>   |                       |   |                            |
| <b>Overnight (substantiated by hotel receipt) :</b>  | _____ days @ \$67.00  | \$ _____  |                            |
| <b>Day of Return:</b>  | 1 day @ \$39.50       |   |                            |
| <b>Day of Return:</b><br>(You may only claim actual meal expenses made necessary by Union business, <u>for which you have attached receipts</u> , up to <b>\$39.50</b> per day.)   |                       | \$ _____  |                            |
| <b>Miscellaneous:</b> (Description) <b>Please attach receipts</b>  |                       |   |                            |
|  |                       | \$ _____  |                            |
|  |                       | \$ _____  |                            |
|  |                       | \$ _____  |                            |
|  |                       | \$ _____  |                            |
| <b>Total Expenses:</b> (Travel, Per Diem and Miscellaneous)  |                       | \$ _____  |                            |
| <b>Less Advance received:</b>  |                       | \$ ( _____ )  |                            |
| <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>Signature:</b>  |                       | <b>Approval:</b>  |                            |