



Personal Expense Voucher

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):		Location:	
Departure Date:		Return Date:	
Travel: (Please attach receipts)			Accounting Use Only
Hotel:	days @ \$	\$	
Taxi: (Include tip)		\$	
Airfare:		\$	
Bus/Ferry:		\$	
Mileage: (Driver per round trip)	kms @	\$	
Per Diem:			
Overnight (substantiated by hotel receipt) :	days @	\$	
Day of Return:	1 day @ \$41.50	\$	
In town: (You may only claim actual meal expenses made necessary by Union business, for which you have attached receipts, up to \$41.50 per day.)		\$	
Miscellaneous: (Description) Please attach receipts			
		\$	
		\$	
		\$	
		\$	
		\$	
BALANCE DUE:		\$	
Payable to:			Date:
Phone #:			Unit:
Address:	Street:		
	City:	Province:	Postal Code:
Signature:		Approval:	

Tips for completing this Voucher

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 \$71 is the hotel bill when checking out.

On your way home after a hotel stay, you claim the entire \$41.50 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 \$41.50.

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, and an explanation, in the "Miscellaneous" field, or on a separate sheet of paper if required.

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