



Personal Expense Voucher

All receipts must be "itemized receipts" not "transaction receipts", meaning they must show each item being purchased.

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):

Departure Date:

Return Date:

Travel: (Please attach receipts)

Accounting Use Only

Hotel:

\$

Taxi: (Include tip)

\$

Airfare:

\$

Bus/Ferry:

\$

Mileage: (Driver per round trip)

kms @ \$0.68

\$

Per Diem:

Overnight (To be claimed for each day that ends with a hotel stay, substantiated by hotel receipt):

days @ \$71.00

\$

Day of Return: (To be claimed for the day that you returned home after a hotel stay):

1 day @ \$41.50

\$

In town:

(To be claimed for any day which neither begins nor ends with a hotel stay. 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

\$

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\$

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\$

\$

BALANCE DUE:

\$

Payable to:

Date:

Phone #:

Unit:

Address:

Street:

City:

Province:

Postal Code:

Signature:

Approval: