

EXPENSE VOUCHER

NAME: _____

MEMBER OF CUPE LOCAL: _____

ADDRESS: _____

EXPENSE DETAILS:

DATE(S) OF MEETING: _____

LOCATION OF MEETING: _____

REASON FOR EXPENSE:

- Executive Meeting
- Aboriginal Council Committee
- Committee Against Contracting Out & Privatization
- Committee Against Racism & Discrimination
- Environment Committee
- Global Justice Committee
- Occupational Health & Safety Committee
- Women's Committee
- Young Workers' Committee
- Other, please indicate: _____

TRAVEL FROM: _____ to _____

RETURN TRIP

_____ KILOMETRES AT \$0.45 \$ _____

_____ DAYS IN HOTEL: _____ (Attach applicable receipts) \$ _____

Hotel was booked by the CUPE Saskatchewan office and direct billed.

PER DIEM:

Travel day before meeting (\$20.00).....	\$ _____
In town (\$25.00) No. of days _____	\$ _____
Out of town (\$45.00) No. of days _____	\$ _____
Out of province (\$75.00) No. of days _____	\$ _____

MISCELLANEOUS: _____ \$ _____

(Explain with attached receipts)

LOST WAGES:

_____ hrs/day at \$ _____ /hr Dates: _____
Total wages: \$ _____

- Employer will forward bill
- Please pay CUPE Local _____ (Must have wage verification if billed by the local)
- Cost Share Program
- Division Program

TOTAL OF EXPENSE VOUCHER \$ _____

SIGNATURE: _____

DATE: _____

<p style="text-align: center;">OFFICE USE ONLY</p> <p>AUTHORIZED BY: _____</p>	<p>Cheque No. _____</p>
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