

REQUEST FOR REIMBURSEMENT FORM



1. Fill in the form fields, as applicable.
2. Save your information. (Under the File menu, select "save as")
3. Print and sign the form, if electronic signature is not possible.
4. Submit with receipts by email (as pdf or scan pdf) or by mail.

CUPE Saskatchewan will reimburse affiliated Local Unions of fifty (50) full-time equivalent members or less up to two hundred and fifty dollars (\$250) each per calendar year for the purchase of software, digital subscription services, or electronic equipment meant for member communication and Local management.

Name:

Date of this claim:

Local Union Number:

Number of Members:

Current Dues Structure:

REIMBURSEMENT REQUESTED TO BE PAID:

Directly payable to the Local Union.

Directly payable to the claimant listed above.

MAILING ADDRESS TO SEND REIMBURSEMENT:

Email:

Signature of Local Union President

Signature of Local Union Secretary-Treasurer

SUBMIT BY EMAIL TO: st.cupes@sktel.net

SUBMIT BY MAIL TO: CUPE Saskatchewan, 3725 E Eastgate Dr, Regina SK S4Z 1A5

ELIGIBILITY CHECKLIST:

Local Union is affiliated to CUPE Saskatchewan.

Local Union has fifty (50) full-time equivalent members or less.

Local Union has a dues structure of no less than 1.5%

TYPE OF EXPENSE:

Software.

Digital subscription service.

Digital equipment owned by the Local.

ITEMIZE AND EXPLAIN ATTACHED RECEIPTS:

NAME OF VENDOR / DESCRIPTION	AMOUNT
	\$
	\$
	\$

Total number of receipts attached:

Total of receipts attached: \$

- OFFICE USE ONLY -

AUTHORIZED BY:

Cheque No.:

AUTHORIZED BY:

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For more information and forms, visit: www.sk.cupe.ca/forms

