

EXPENSE VOUCHER



Claimant name: _____ Local Union number: _____

Mailing address: _____

REASON FOR EXPENSE

Check one of the following:

- Executive Board Meeting Tri-Union Meeting
 Other, please specify: _____

EXPENSE DETAILS

Date(s) of event: _____ City/Town event held: _____

Event name: _____ Place of event: _____

TRAVEL

Claimant travel from _____ to _____ Return trip

Total number of kilometres travelled: _____ Total kms x \$0.45 rate = \$ _____

ACCOMMODATION

Name of hotel: _____ Number of nights in hotel: _____

Total accommodation expense (*Receipts attached*): \$ _____

PER DIEM

Travel day before meeting	(\$20) x	Number of days =	\$ _____
In town meeting	(\$25) x	Number of days =	\$ _____
Out of town meeting	(\$45) x	Number of days =	\$ _____

MISCELLANEOUS EXPENSES:

List and explain with attached receipts.

Misc. Expense(s): _____

Misc. Expense Subtotal \$
\$ _____

LOST WAGES AND BENEFITS

- Employer will forward invoice to CBO Steering Committee.
 Copy of invoice from Employer attached.
 Local Union will forward wage verification.

TOTAL OF EXPENSE VOUCHER:

\$ _____

Signature of claimant

Date: _____

► **Submit by mail:** Attn: CBO Workers Committee,
CUPE Saskatchewan, 3725 E Eastgate Drive,
REGINA SK S4Z 1A5

► **Submit by email:** CUPE Saskatchewan Office
at: j.reavley.cupe@sasktel.net

AUTHORIZED BY: _____

- OFFICE USE ONLY -

CHEQUE NO. _____

Payments or Invoices make out to:
"CUPE CBO Workers of Saskatchewan"