Canadian Union of Public Employees
(Alberta Division)

<u>EXPENSE VOUCHER</u>

NAME: _____

ADDRESS: _____

REASON FOR EXPENSE: _____

FROM: _____(Date)　　(To): _____(Date)

PLACE (Location of the meeting) _____

TRAVEL:　FROM: _____　**TO:** _____

MILEAGE _____KM @ $0.61/Km　　　=　　　$_____

Receipts Required:
Taxi / Bus / Airfare / Parking　$_____　　　　　=　　　$_____

Hotel: _____ days @　$ _____　　　　　=　　　$_____

_____ **Pre-meeting Travel ($15.00)**　　　=　　　$_____

_____ **Days @ $25.00 (in town)**　　　=　　　$_____

_____ **Days @ $60.00 (out of town)**　　　=　　　$_____

_____ **Days @ $74.00 (out of province)**　　　=　　　$_____

　　　　　　　　　　　　　　<u>TOTAL EXPENSES</u>　　=　　　$_____

I hereby certify that the records above are a true and correct record of my expenses.

_____　　　_____
Date　　　　　　　　　　　　　　　　　**Signature of Claimant**

Approval of Committee Chairperson: _____

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Office Use Only

Cheque # _____

Committee/Meeting Attended: _____