



Canadian Union of Public Employees
(Alberta Division)

EXPENSE VOUCHER

NAME: _____

ADDRESS: _____

REASON FOR EXPENSE: _____

FROM: _____ (Date) (To): _____ (Date)

PLACE (Location of the meeting) _____

TRAVEL: FROM: _____ TO: _____

MILEAGE _____ KM @ \$0.70/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) = \$ _____

TOTAL EXPENSES = \$ _____

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

_____ Date

_____ Signature of Claimant

Approval of Committee Chairperson: _____

Office Use Only

Cheque # _____

Committee/Meeting Attended: _____