



**Canadian Union of Public Employees
(Alberta Division)**

EXPENSE VOUCHER

NAME: _____

ADDRESS _____

REASON FOR EXPENSE: _____

DATE (From) _____ DATE (To): _____

PLACE (Location of the meeting) _____

TRAVEL: FROM: _____ TO: _____

_____ KM @ \$0.53/Km = \$ _____

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

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: _____

<u>Account</u>		<u>Amount</u>
Meeting Room	_____	_____
Refreshments	_____	_____
Hotel	_____	_____
Travel	_____	_____
OPE	_____	_____
Committee Purchases	_____	_____