Canadian Union of Public Employees

LOCAL 8920 EXPENSE VOUCHER

**Name**:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Per diem +Meeting & Travel Time** (less than 4 hours) = $50.00/day (**or) Per diem +Meeting & Travel Time** (4 hours or more) = $80.00/day. Outside of Province $95.00 per day

(**Mileage as per CUPE National) .54 c/km (Meeting & Travel includes meal expenses)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date Expense**  **Incurred** | Full Details of Expense | | | Total |
|  | Reason & Place- | | |  |
|  | MT & T | | |  |
|  | From-To Return: ( if more than 10 km from residence) KM | | |  |
|  |  | | |  |
|  | Reason & Place - | | |  |
|  | MT & T | | |  |
|  | From-To ReturnKM | | |  |
|  |  | | |  |
| **Paid by Cheque# Date:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Total Hours**  **Of Lost Wages** | | **Wage Rate** | **Total**  **(This space for Treasurer)** | |
|  |  | |  |  | |
|  |  | |  |  | |
|  |  | |  |  | |
| Paid by Cheque # Date: | | |

This is to certify that the amounts shown on this statement (For Use by Treasurer)

were incurred by me on behalf of CUPE Local 8920

|  |  |
| --- | --- |
| **Distribution of Charges** |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| TOTAL |  |

**Signature:**

**Treasurer Sign**.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Revised Date**: November 26th2019