



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: _____

MILEAGE _____ KM @ \$0.53/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: _____

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Office Use Only

Receipt # _____ Deposited on: _____ Cheque # _____

Committee/Meeting Attended: _____