



301 - 4501 Kingsway  
Burnaby, B.C. V5H 0E5

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/Prov/Code: \_\_\_\_\_  
Tel: Home/Work: \_\_\_\_\_  
Company Name: \_\_\_\_\_

**Rates (Maximum)**

Accommodation: Private dwelling		\$	50.00
Meals	Breakfast	\$	15.00
	Lunch	\$	20.00
	Dinner	\$	30.00
Per Diem - Daily out-of-town maximum (Canada)		\$	75.00
Auto Expenses - \$0.55 per Kilometre (Miles x 1.6 = Km)			
Travel Expenses are: Taxi, Ferry, Car Rental, Air (Or Approved Equivalent)			

Date			Explanation / Reason for Claim Describe Union Business, and Expenses incurred	Per Diem Amount	Meals - as above OR Receipted			Auto "Mileage"		Misc.	Accommodation Gas and/or Travel Expenses	LINE TOTALS	(FOR OFFICE USE)
Y	M	D			B	L	D	Km. Driven	x .55 extended				Acct Dist.
<b>TOTALS</b>													

I certify that the above is a true statement of disbursements made by me as noted above.

<b>Union Leave Required?</b> _____ No _____ Yes If Yes, attach signed LOA Form
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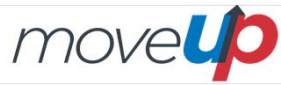
Carried Forward from Page 2 - \_\_\_\_\_  
 Less Advance (enter as "negative") - \_\_\_\_\_  
 Total Owng = \_\_\_\_\_

Signature/Date

(Expenses approved by President)

(Payment Authorized by Sec. Treasurer)

Office use only.
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 Tel: Home/Work: \_\_\_\_\_  
 Company Name: \_\_\_\_\_

**Rates (Maximum)**

**Accommodation: Private dwelling** \$ 50.00  
**Meals**  
     Breakfast \$ 15.00  
     Lunch \$ 20.00  
     Dinner \$ 30.00  
**Per Diem - Daily out-of-town maximum (Canada)** \$ 75.00  
**Auto Expenses - \$0.55 per Kilometre (Miles x 1.6 = Km)**  
**Travel Expenses are: Taxi, Ferry, Car Rental, Air (Or Approved Equivalent)**

Date			Explanation / Reason for Claim Describe Union Business, and Expenses incurred	Per Diem Amount	Meals - as above OR Receipted			Auto "Mileage"		Misc.	Accomodation Gas and/or Travel Expenses	LINE TOTALS	(FOR OFFICE USE)
Y	M	D			B	L	D	Km. Driven	x .55 extended				Acct Dist.
<b>TOTALS</b>													

Total Owing - CARRIED FORWARD TO PAGE 1 = \_\_\_\_\_

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