STATEMENT OF EXPENSE

moveup
MOVEMENT OF UNITED PROFESSIONALS

Suite 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 - $0.58 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) Acct Dist.
Y	M	D			B	L	D	Km. Driven	x .58 extended				
TOTALS													

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

Union Leave Required?
_____ No _____ Yes
If **Yes**, attach signed **LOA Form**

Carried Forward from Page 2 - _____
Less Advance (enter as "negative") - _____
Total Owing = _____

Signature/Date

(Expenses approved by President)

(Payment Authorized by Sec. Treasurer)

Office use only.

THIS EXPENSE REPORT FORM IS TO BE COMPLETED IN FULL. BE SURE TO HAVE ALL RECEIPTS ATTACHED AS NECESSARY.

PAGE 2

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Rates (Maximum)

Accommodation: Private dwelling		$	50.00
Meals	Breakfast	$	15.00
	Lunch	$	20.00
	Dinner	$	30.00
Per Diem - Daily out-of-town maximum (in BC)		$	75.00

Auto Expenses - $0.58 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 .58 extended				Acct Dist.
TOTALS													

Total Owing - CARRIED FORWARD TO PAGE 1 = **$0.00**

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