



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 - \$0.61 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 .61 extended				Acct Dist.
TOTALS													

Initials 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 _____

(Payment Authorized by Sec. Treasurer or Designate)

Office use only.



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Y	M	D			B	L	D	Km. Driven	x .61 extended				Acct Dist.
TOTALS													

Total Owing - CARRIED FORWARD TO PAGE 1 = _____

Office use only.

RETURN COMPLETED FORM WITH RECEIPTS TO ACCOUNTS PAYABLE AT ABOVE ADDRESS OR EMAIL TO AP@MOVEUPTOGETHER.CA