moveUP

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	$	20.00
	Lunch	$	20.00
	Dinner	$	50.00
Per Diem - Daily out-of-town maximum (Canada)		$	100.00

Auto Expenses - $0.68 per Kilometre (Miles x 1.6 = Km)

Travel Expenses are: Taxi, Ferry, Car Rental, Air (Or Approved Equivalent)

Date Y	M	D	Explanation / Reason for Claim Describe Union Business, and Expenses incurred	Per Diem Amount	Meals - as above OR Receipted B	L	D	Auto "Mileage" Km. Driven	x .68 extended	Misc.	Accomodation Gas and/or Travel Expenses	LINE TOTALS	(FOR OFFICE USE) 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.

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