

CUPE EXPENSE VOUCHER

Name: _____

Date Submitted: _____

Address: _____

Reason for expense: _____

Bracket A – Travel Expenses Only:

Date incurred	Full Details of Expense Address of all locations and the name of the person carpooled with	Details of Approval (ie: GMM Sept 2010 or Bylaws)	Receipt Attached	Amount

Sub-total

Bracket B – All Other Expenses:

Date incurred	Full Details of Expense	Details of Approval (ie: GMM Sept 2010 or Bylaws)	Receipt Attached	Amount

Sub-total

Bracket A + Bracket B: Total _____

This is to certify that the amounts shown on this statement were incurred by me on behalf of CUPE Local 2936.

Signature

Payment recommended by: _____

Approved by: _____

Cheque#: _____

Date: _____

Distribution of Charges

Account \$
