



Unifor Local Union No. 1990
6120 2nd Street SE Unit A19
Calgary, Alberta, Canada T2H 2L8
Phone: 403-681-9011
treasurer@uniforlocal1990.com

EXPENSE FORM

MEMBER'S NAME

DATE

EMAIL ADDRESS

CELL PHONE

WORK LOCATION

| | |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|

| ACCOUNT CODE | DATE | VENDOR | DESCRIPTION | AMOUNT |
|----------------|------|--------|-------------|--------|
| | | | | \$ |
| | | | | \$ |
| | | | | \$ |
| | | | | \$ |
| TOTAL EXPENSES | | | | \$ |

- ☺ Receipts must be attached to this form in order to receive reimbursement and must be submitted within two months of the date of expenditure.
- ☺ Expense form must be submitted to Unifor, Local Union No. 1990 Treasurer for reimbursement
- ☺ Expenses are intended for Union Business only (Meetings/Training/Conferences)
 - Mileage - 0.70/km
 - Per Diem - \$90.00 (Full day) \$45.00 (Half day)
 - Travel/Accommodation

SUBMITTED BY

SIGNATURE

| | |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
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APPROVED BY

CHEQUE / EFT #

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