



**CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 1004**
 160-111 Victoria Drive, Vancouver, BC
 Phone: (604) 324-2440 Fax: (604) 324-2459
hnasu@cupe1004.ca

EXPENSE VOUCHER

Name: _____ **Date Submitted:** _____

Address: _____ **Reason For Expense:** _____

Postal Code: _____ **Phone:** _____

***Please note that I have requested an LOA for the following dates/times related to this form:*

| Date Expense Incurred | Full Details of Expense | Receipt Attached "R" | Amount |
|-----------------------|-------------------------|----------------------|--------|
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| | | | |
| Total: | | | |

Please attach necessary receipts and mark "R" in appropriate column where a receipt applies.

CERTIFICATE

This is to certify that I incurred the amounts shown on this statement on behalf of CUPE Local 1004.

Signature _____

Dated: _____

Approved by: _____

| OFFICE USE ONLY | |
|-------------------------|--|
| Distribution of Charges | |
| Account | |
| | |
| | |
| | |
| | |
| | |
| | |
| Total | |
| Cheque # _____ | |

CUPE 1004 - FINANCIAL POLICY

2. Expenses & Reimbursement

2.5 Transportation

To be the most convenient and economical means with the maximum mileage not to exceed airfare:

- Airfare where required (economy class)
- Car mileage at the rate set by CUPE BC (current rate: .55 cents/km)
- Parking cost when receipt provided and when on CUPE Local 1004 business.
- Taxi or airport shuttle from airport to hotel to meeting place upon submission of receipts. Taxis to be shared when possible and cheaper than combined shuttles.

2.6 Per Diem

Only one Per Diem per day may apply. If multiple could apply, select the higher amount.

Category A will match the CUPE BC Policy rate for full day meeting (b).

Current rate is \$86.

Category B will match the CUPE BC Policy rate for half day meeting (a).

Current rate is \$43.

Category C will match the CUPE BC Policy rate for meetings where expenses are included (f).

Current rate is \$17.

In-town Per Diems

| | | <u>Category</u> |
|---|---------------|-----------------|
| Full day where meals are not provided | (min 5 hours) | B |
| Half-day where meals are not provided | (min 2 hours) | C |
| Full day or half-day where meals are provided | | C |
| Evening events | (min 2 hours) | C |

Travel Per Diems

| | | <u>Category</u> |
|--|---------------------|-----------------|
| Full day of travel | (min 5 hours) | A |
| Half-day of travel & Half-day meetings | (min 5 hours total) | A |
| Half-day of travel | (min 2 hours) | B |

Out-of-Town Per Diems

| | | <u>Category</u> |
|---------------------------------------|---------------|-----------------|
| Full day where meals are not provided | (min 5 hours) | A |
| Half-day where meals are not provided | (min 2 hours) | B |
| Full day where meals are provided | (min 5 hours) | B |
| Half-day where meals are provided | (min 2 hours) | C |