



Canadian Union of Public Employees Local 1004 Vancouver Civic Employees' Union

EXPENSE VOUCHER

Email to accounting@cupe1004.ca

Name: _____ **Address:** _____
Phone: _____ **City:** _____
Date: _____ **Postal Code:** _____

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

Date of Expense	Reason for Expense	Receipt	Amount
Subtotal:			

Date of Mileage	Reason for Mileage	KM	Amount
		X .70	
		X .70	
		X .70	
		X .70	
		X .70	
		X .70	
Subtotal:			
Total:			

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

Signature: _____ Approval: _____



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CUPE 1004 - EXCERPTS FROM FINANCIAL POLICY

SECTION 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 2025 rate: .70 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 (2025) rate is \$102.

Category B will match the CUPE BC Policy rate for half day meeting (a).
Current (2025) rate is \$51.

Category C will match the CUPE BC Policy rate for meetings where expenses are included (f).
Current (2025) rate is \$20.

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

FIND THIS FORM AND THE FULL FINANCIAL POLICY ON OUR WEBSITE UNDER RESOURCES - BYLAWS POLICIES AND FORMS OR SCAN BELOW

