

Member Expense Claim



The Alberta Union of Provincial Employees
 10451 - 170 Street, Edmonton, Alberta T5P 4S7
 (780) 930-3300 or 1-800-232-7284

AUPE office use only

Voucher # _____ Authorized: _____
 Date Rec'd _____ Add Checked: _____
 Date Entered _____ Approved: _____

Member Information - Required

Member # 		Member surname, first name		Address	
Local	Chapter	City/Town	Postal Code	Phone - Work	Phone - Home

Activity Information - Required

Activity associated with claim			Location of activity		
Left home date:	<input type="text"/>	at <input type="text"/>	<input type="checkbox"/> am <input type="checkbox"/> pm	Activity ended:	<input type="text"/>
			Arrived home date:	<input type="text"/>	at <input type="text"/>
			<input type="checkbox"/> am <input type="checkbox"/> pm		

Expense

Expense	Amount	Code
Air travel	\$ <input type="text"/>	7251
Mileage <i>(Extra kilometres require explanation)</i>	<input type="text"/> KM @ \$0.52	7252
Parking	\$ <input type="text"/>	7250
Taxi/Bus <i>(attach original receipt)</i>	\$ <input type="text"/>	7258
Accommodation <i>(\$50/day without receipt or attach receipt)</i>	<input type="text"/> days @ \$ <input type="text"/> per day	7253
Meals		
Breakfast	<input type="text"/> @ \$12.00 = \$ <input type="text"/>	
Lunch	<input type="text"/> @ \$14.00 = \$ <input type="text"/>	
Dinner	<input type="text"/> @ \$25.00 = \$ <input type="text"/>	7254
Overnight Expense	<input type="text"/> overnight @ \$10/overnight	7255
Registration Fees <i>(attach original receipt)</i>	\$ <input type="text"/>	7257
Other <i>(attach receipts and provide explanation)</i>	\$ <input type="text"/>	7255
Total		\$ <input type="text"/>
Less Advance		\$ <input type="text"/>
Balance		\$ <input type="text"/>

I certify that this is a true detailed account of expenses incurred on Union business.
I understand that incomplete, incorrect, unsigned or unauthorized claim forms will result in a delay.

 Signature Date

See reverse side of this form for additional information

MEC-06/18/15 JOI/Unifor880

Please Print

Refer to your Local Agreement for Time-Off details