

LOCAL 005 CHAPTER # _____ - ACTUAL EXPENDITURE FORM

DATE SUBMITTED: _____
 CHAIR: _____ (print name)

WHAT (EVENT PLANNED): _____
 WHERE (EVENT LOCATION): _____
 WHEN (DATE OF EVENT): _____
 EVENT CONTACT: _____
 PHONE NUMBER: _____ EMAIL: _____
 ADDRESS: (CHEQUE TO BE SENT): _____
 (CHECK THIS BOX FOR MULTIPLE CLAIMANTS OR IF DIFFERENT FROM EVENT CONTACT. PLEASE SEE PAGE 2)
 ACTUAL NUMBER OF ATTENDEES: _____
 ACTUAL COST PER ATTENDEE: _____

ACTUAL EXPENSES	
ITEM DESCRIPTION	COST
TOTAL FUNDS REQUIRED	

ADVANCED: _____ (from HQ/Local 005 Bank Account)
 COLLECTED: _____ (from Attendees, 0 if FREE/ deposit in Bank Account)
 EXPENDED: _____ (cheques withdrawn from Bank Account, attach receipts)
 BALANCED (PLUS OR MINUS): _____ (advanced + collected - expended)

Plus (+) = under spent additional funds left in Bank Account for future events
 Minus (-) = over spent additional funds Bank Account for future were used for this event

TICKET INVENTORY:

BALANCE FORWARD	<input type="text"/>	
PLUS: PURCHASES	<input type="text"/>	
MINUS: SOLD/GIVEN	<input type="text"/>	(If given away attach list/signatures)
REMAINING BALANCE	<input type="text"/>	(report on a new form when sold/ given)

APPROVED BY CHAIR: _____ (signature required)
 APPROVED BY TREASURER: _____ (signature required)

Please attach ALL original receipts

This form must be submitted to the Local 005 Treasurer
 Contact information can be found at <http://aupe5.org/contact-us>

INCOMPLETE FORMS/DOCUMENTS WILL BE RETURNED FOR COMPLETION AND RESUBMISSION.
 See the Local 005: Actual Expenditure Procedure for more information

**REIMBURSEMENT INFORMATION FOR MULTIPLE CLAIMANTS OR IF
DIFFERENT FROM EVENT CONTACT**

CLAIMANT NAME: _____
PHONE NUMBER: _____ EMAIL: _____
ADDRESS: (CHEQUE TO BE SENT): _____
REIMBURSEMENT AMOUNT: \$ _____

CLAIMANT NAME: _____
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ADDRESS: (CHEQUE TO BE SENT): _____
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ADDRESS: (CHEQUE TO BE SENT): _____
REIMBURSEMENT AMOUNT: \$ _____

Local 005: Actual Expenditure Procedure

This form is to be filled out when submitting a claim for a group event. e.g. Chapter meeting group lunch, room rental, meeting supplies and door prizes.

Fill out the Local 005 - Actual Expenditure Form, within **30** days after the event has ended.

- a. Complete all applicable fields
- b. Record the number of attendees and money collected (if any)
- c. Detail the expenses in the provided space. List the attached receipts and amount. If you don't have enough space, combine items together per line. e.g. all supply receipts together instead of separate line for Staples, Dollar store
- d. When submitting the Actual Expenditure Form digitally, tape the receipts neatly to a blank piece of paper for scanning. Please make sure that all of the receipts are legible. Partial or illegible receipts may be rejected. All original receipts must be submitted to Local treasurer. Please arrange for your Chapter Council Representative to bring these to the next Local 005 Council meeting.
- e. Detail amount advanced, collected (if any), expended and balance. Any money collected needs to be deposited into a bank account, do not spend it as cash. Deposit it to your account and submit the deposit slip. All purchases should be made by cheques in order to maintain a proper paper trail through the bank statements.
- f.
 - 1 Anytime tickets/gift cards were purchased/sold, you need to record and reconcile your balances.
 - 2 Any items that were given away for free need to be tracked with a list/signatures (see the Record of receipt of prize or gift card form).
- g. The form must be signed by the Chapter Chair and/or Treasurer
- h. Email the Expenditure form to the Local 005 Treasurer. Contact information can be found at <http://aupe5.org/contact-us>

Local 005 POLICY 7: FINANCIAL

7.1 Local Funds

- 7.1.1 Deposit - **All Local funds shall, within thirty (30) days of receipt**, be deposited to the credit of Local 5 into an approved financial institution in the Province of Alberta. Approval of the financial institution shall be decided by the Local Council.

When submitting a claim for an individual member claim, e.g. mileage, meals, accommodation and overnight expense, please fill out the Member Expense Claim form and see section a. and d. above. Email the Expenditure form to the Local 005 Treasurer. Contact information can be found at <http://aupe5.org/contact-us>

7.5 Financial Obligations For Travel and Subsistence

7.5.1 Expense Claims

- (a) The expense claim form shall bear the claimant's signature and be accompanied by receipts and vouchers. Claims shall contain all substantiating information including membership number with dates, details of expenses incurred, etc.
- (b) All expense claims shall be submitted directly to the Treasurer on the appropriate expense claim forms provided.
- (c) All expense claims shall be submitted to the Treasurer within thirty (30) days of the expense being incurred.