



CUPE Local 1431
Halifax Water Office & Technical Employees

Expense Voucher

Name: Member Name Date: 9-Nov-15

CUPE Title (If Applicable): Shop Steward Reason For Expense: CUPE Workshop - Workshop Name

Mileage for 2015: \$0.51

Date Expense Incurred	Detail Description of Expense	Receipt	Amount
1-Nov-15	One day per diem	<input checked="" type="checkbox"/>	\$25.00
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
Subtotal:			\$25.00

Date Expense Incurred	Mileage Details	Total Trip Km	Amount
1-Nov-15	123 Fake St. to 271 Brownlow Ave.	15.0	\$7.65
1-Nov-15	271 Brownlow Ave. to 123 Fake St.	15.0	\$7.65

Please attach the necessary receipts to the back of this page and select the check box where applicable.

Subtotal:	\$15.30
Total:	\$40.30

Certificate	
This is to certify that the amounts shown on this statement were incurred by me on behalf of CUPE Local 1431.	
Signature:	Sign Here
Recommended by:	
Approved by:	
Cheque #:	Date:

Distribution of Charges (for Treasurer)		
Approval	Account	Total