USW LOCAL 348

P.O.BOX 17-1052
KANSAS CITY KS 66117-0052
913-321-1021 FAX 913-321-1947

EXPENSE STATEMENT

Company ABC Company

Employee

Name	Joe Union	**Address**	123 Main St
Phone #	(123) 456-7890	**City,State,Zip**	Kansas City, KS 12345
Explanation	steward training, $50 provided in advance	**Date**	2-Jan-23

Expense Period

From	1/1/2023
To	1/15/2023

Date	Miles driven	Description	Meals	Mileage	Parking	Shuttle	Supplies	Postage	Phone	Total
	$0.655									
1/1/2023	30	from home to meeting		$ 19.65						$ 19.65
1/2/2023	0	at meeting	$25.00	$ -						$ 25.00
1/3/2023	30	from meeting to home		$ 19.65						$ 19.65
				$ -						$ -
				$ -						$ -
				$ -						$ -
				$ -						$ -
				$ -						$ -
				$ -						$ -
				$ -						$ -
		Total	$ 25.00	$ 39.30	$ -	$ -	$ -	$ -	$ -	

Sub Total	$ 64.30
Subtract Advances	$ 50.00
Total	$ 14.30

Check # _____

Date Pd _____

Time Left Home (Hour & Date) _____

Time Returned (Hour & Date) _____

Signature _____

Office Use Only

I hereby certify that the expenses claimed are in reimbursement for actual expenses incurred

Form version: 2022-07-31