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| **TWU USW Local 1944 - Primary** | **Personal Expense Voucher** |
| **Member personal information is private and confidential and only used for the express purpose of administering the business of the Union.** |
| 5261 Lane Street, Burnaby BC V5H 4A6 – Tel: 604-437-8601 ⬩ Fax: 604-435-7760**Email:** twu@usw1944.ca ⬩ **Website:** [www.usw1944.ca](http://www.usw1944.ca) |
| **Committee/Event:**  |
| **Date(s)****:**       |
| **Departure Date:** **Time:**[ ] **am** [ ]  **pm**  | **Return Date:****Time:** [ ] **am**[ ]  **pm** |
| **Travel:** (Please attach receipts) | **Accounting Use Only** |
| **Hotel:** |       days @ $      | $       |  |
| **Taxi:** |  | $       |  |
| **Airfare:** |  | $       |  |
| **Bus/Ferry:** |  | $       |  |
| **Mileage: (Driver per round trip)** |       kms       @ $0.55 | $       |  |
| **Per Diem:**  |  |
| **Out-of-Town :** |       days @ $62.00 | $       |  |
| **In-Town/Day of Return :** |       days @ $36.50 | $       |  |
| **Miscellaneous:** (Description) **Please attach receipts** |  |
|       | $       |  |
|       | $       |  |
|       | $       |  |
|       | $       |  |
| **Total Expenses:** (Travel, Per Diem and Miscellaneous) | $       |  |
| **Less Advance received:** | $ (      ) |  |
| **BALANCE DUE:**  | $       |  |
|  |
| **Payable to:**       | **Date:**       |
| **Phone #:**       | **Unit:**      |
| **Address:** | **Street:**       |
|  | **City:**       **Province:**       **Postal Code:**       |
| **Signature:** | **Approval:** |

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