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
Phone # (123) 456-7890
Explanation steward training
Address 123 Main St
City,State,Zip Kansas City, KS 12345
Date 2-Jan-25

Expense Period
From 1/1/2025
To 1/15/2025

Date	Miles driven	Description	Meals	Mileage	Parking	Shuttle	Supplies	Postage	Phone	Total
	$0.700									
1/1/2025	30	from home to meeting	$80.00	$ 21.00						$ 101.00
1/2/2025	0	at meeting	$80.00	$ -						$ 80.00
1/3/2025	30	from meeting to home	$46.00	$ 21.00						$ 67.00
				$ -						$ -
				$ -						$ -
				$ -						$ -
				$ -						$ -
				$ -						$ -
				$ -						$ -
				$ -						$ -
		Total	$ 206.00	$ 42.00	$ -	$ -	$ -	$ -	$ -	

Sub Total	$ 248.00
Subtract Advances	$ 50.00
Total	$ 198.00

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