CUPE 2081 - Expense Voucher

Name: _____

Reason for Expense _____

Please attach necessary receipts and mark "R" in appropriate column where a receipt applies.
This form is for current expenses only; do NOT included any unclaimed future expenses on this form.

Date Expense Incurred (month-date)	Full Details of Expense	Receipt "R" attached	Total $

Total Expenses claimed $

Certification

This is to certify that the amount shown on this statement were incurred by me on behalf of CUPE and/or its Local 2081

Signature: **Date:**

For office use only

Payment Recommended by: _____

Approved by: _____

Paid by Cheque number: _____

Date: _____

Distribution of Charges	
Account	Amount
Total	$