 **CUPE 1858 EXPENSE VOUCHER**

Name Date Submitted

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason for Expense**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Date Expense Incurred | Full Details of Expense | Receipt**“R”**Attached | TOTAL |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
| Please attach necessary receipts and mark ‘R’ in appropriate column where a receipt applies. | TOTAL |  |

|  |
| --- |
| Distribution of Charges |
| Account | Total |
| Executive Expenses | 120.00 |
|  |  |
|  |  |
| TOTAL |  |

This is to certify that the amounts shown on this

Statement were incurred by me on behalf of

CUPE 1858. Signature

Payment recommended by

Approved by

Paid by cheque No.

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_