



The Alberta Union
of Provincial Employees
10451 - 170 Street,
Edmonton, Alberta, T5P 4S7
(780) 930-3300, 1-800-232-7284

AUPE office use only

Ref # _____ Add Checked: _____
CBI # _____ Authorized: _____
Date Rec'd _____ Approved: _____
Date Entered _____ OK to pay: _____

Application for Advance

Please print

Applicant information

Member # 		Surname, first name		Address	
Local	Chapter	City/Town	Postal Code	Phone - Work	Phone - Home

Activity

Activity associated with claim	Location of activity
--------------------------------	----------------------

Departure date: [] at [] am pm Return date: [] at [] am pm

Application is hereby made for an advance of \$ []
to be used exclusively in the execution of the Union business described below.
This advance will be deducted from my next expense claim.

Estimated expenses

		Amount		
Air travel		\$	[]	
Kilometerage	[] KM @ 52¢	\$	[]	
Parking		\$	[]	
Taxi		\$	[]	
Bus		\$	[]	
Accommodation	(\$30/day without receipt or attach receipt)			
	[] days @ \$ [] day	\$	[]	
Meals	Breakfast [] @ []	\$	[]	
	Lunch [] @ []	\$	[]	
	Dinner [] @ []	\$	[]	
Misc.	Per Diem [] @ []	\$	[]	
	(days)			
Total Estimate		\$	[]	Code
80%		\$	[]	
Total advance		\$	[]	[]

Application by:
Applicant's signature

Date

Approval
Secretary-Treasurer's signature

Date