

# Member Expense Claim



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

**AUPE office use only**

Ref # \_\_\_\_\_ Authorized: \_\_\_\_\_  
 Cross Ref # \_\_\_\_\_ Add Checked: \_\_\_\_\_  
 Date Rec'd \_\_\_\_\_  
 Date Entered \_\_\_\_\_ Approved: \_\_\_\_\_

## Member information

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

## Activity

Activity associated with claim	Location of activity
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Departure date: [ ] at [ ]  am  pm      Return date: [ ] at [ ]  am  pm

## Expense

### Amount

### Code

Air travel		\$ [ ]	7251
Kilometrage	[ ] KM @ 52¢	\$ [ ]	7252
Parking		\$ [ ]	7252:a
Taxi		\$ [ ]	7252:b
Bus		\$ [ ]	7252:c
Accommodation (\$30/day without receipt or attach receipt)	[ ] days @ \$ [ ] day	\$ [ ]	7253
Meals	Breakfast [ ] @ \$12.00 = \$ [ ]		
	Lunch [ ] @ \$14.00 = \$ [ ]		
	Dinner [ ] @ \$20.00 = \$ [ ]	\$ [ ]	7254
Misc. Overnight Expense	[ ] days @ \$10/overnight	\$ [ ]	7255
Registration Fees (attach original receipt)		\$ [ ]	7257
Other (attach receipts and provide explanation)		\$ [ ]	
	Total	\$ [ ]	
	Less Advance	\$ [ ]	
	<b>Balance</b>	\$ [ ]	

I certify that this is a true detailed account of expenses incurred on Union business.

Signature

Date

Please print

Refer to your Local Agreement for Time-Off details