

UGOT Local Expense Form 2009 - 2010

Submission Date: _____ Submitted by: _____

COLLECTIVE BARGAINING

| Date | Location | Item | Cost |
|------|----------|------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

ACCOMMODATION

| Date | Location | Purpose | Cost |
|---------------------|----------|---------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| Accommodation Total | | | A |
| | | | 0.00 |

COLLECTIVE BARGAINING MILEAGE

| Date | Origin | Destination | km |
|--|--------|-------------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| Collective Bargaining Mileage Total (X \$0.45) | | | 0 |
| | | | 0.00 |

OFFICE

| Date | Category | Item | Cost |
|--------------|----------|------|------|
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| | | | |
| | | | |
| | | | |
| Office Total | | | O |
| | | | 0.00 |

Collective Bargaining Total C 0.00

MILEAGE

| Date | Origin | Destination | Purpose | Km |
|---------------|--------|-------------|---------|------------|
| | | | | |
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| | | | | |
| | | | | |
| | | | | |
| Mileage Total | | | | 0.00 |
| | | | | X \$0.45 = |
| | | | | 0.00 |
| | | | | M |

FOOD

| Date | Event | Source | Cost |
|------------|-------|--------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| Food Total | | | F |
| | | | 0.00 |

Expense Total (C + M + A + O + F) : 0.00

Revised October 2008

**USE of THIS FORM
assumes prior
executive approval
for expenses listed**

To the Submitter: Please include receipts and try to submit as soon as possible, as it helps us keep accurate books.
Executive members: Except for above, try to keep submissions until you reach at least \$100.00 before submitting.
 In order to finalize the books at the end of June (our fiscal year end), the final date for expense submission will be June 30. If this is a problem, please notify the executive before June 30.
Note: Any two of President, V. President, Treasurer needed to approve. Submitter shall not approve.

Approval X _____
 Signatures _____
X _____
 Cheque Number: _____