



## **Instructions to help you fill out the Expense Voucher form:**

This updated version is intended to help the Union keep good records and streamline things to get you a quicker reimbursement.

### When you fill out the Expense Voucher:

1. Sign the document.
2. *Home Library* means this is the location where the cheque will be sent.
3. *Mileage* is same rate as FVRL. Include why, where and who you carpooled with.

Example of carpooling to a Union meeting:

Enter this on the form under *full details of expense*: (when) March 15<sup>th</sup> Union meeting (Where) Sardis (who) Carpooled with Dennis. 23 km x 2 = 46km x 0.58 cents = \$25.30 toll \$3.00 receipt attached. Total charge \$ 28.30.

### **If you went across a toll bridge or paid for parking, etc., you must submit receipts.**

4. The small *CUPE hours box* below the main *Expense Voucher box* is for wages that CUPE needs to pay back to FVRL on the members behalf. This box is to be used when members go to union education, or other union business (convention, meetings). Joint committees should not be entered in that box as those hours are charged to FVRL on your timesheet.

When you use this box, please be courteous and send an email to alert the treasurer of these hours.

Please note that while you must fill out the Leave of Absence form to get permission to go, CUPE does not get a copy of the LOA form. The treasurer only receives a bill for the members wages but has no information as to why they have billed it (i.e. education, etc.). Sending an email to the treasurer and filling out the *CUPE hours box* in this form allows the Treasurer to keep proper records. The treasurer is accountable for every dollar!

Holly Humphreys (AC) -Treasurer- CUPE 1698