

Please complete in full. Attach receipts for air, rail, bus fare, parking, taxis, hotel & internet access.

Submit completed claims and questions by email to TravelClaims@caut.ca

All travel-related expenses must be submitted within 30 days of the event's completion.

Claimant

Name

Association / union

Month

Purpose of expenditure / event(s)

Select Organization for claim

- ☐ CAUT
☐ Defence Fund
☐ NUCAUT
☐ Harry Crowe Foundation

Expenditure

Indicate date(s)

S

M

T

W

T

F

S

PARKING

TAXI

HOTEL / INTERNET

BREAKFAST \$28.40/day

LUNCH \$27.40/day

DINNER \$57.70/day

INCIDENTALS \$17.30/day

APPROVED
DEPENDANT CARE

MISCELLANEOUS

Travel

TICKET

Enter \$ amounts for air,
rail, bus & car rental

Paid by member

Other

+

AUTO

Enter km amount

Kilometres

Kilometre rate

x

\$0.635

Subtotals

ADVANCE TOTAL

Cash advance

Cost

Add lines 1 to 10

Less cash advance

CLAIM TOTAL

General Expense Claim

Executive Committee,
Committee Members, NUCAUT,
Defence Fund, Guest

1

2

3

4

5

6

7

8

9

10

11

12

13

Line 12 – 13

Cheque payable to

Name

Address

City

Province

Postal code

Signature (of claimant)

Date signed