

Claimant

Name

Association / union

Month

Purpose of expenditure / event(s)

Claim for

- CAUT
 Defence Fund
 NUCAUT
 Harry Crowe Foundation

General Expense Claim

Expenditure

Indicate date(s)

S	M	T	W	T	F	S
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PARKING

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TAXI

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HOTEL / INTERNET

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BREAKFAST \$23.60/day

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LUNCH \$23.90/day

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DINNER \$58.60/day

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INCIDENTALS \$17.30/day

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FOR OFFICE USE ONLY

Travel

TICKET

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

Prepaid

+

Exchange

+

Other

Paid by member

+

Exchange

+

Other

AUTO

Enter km amount

Kilometres

x

Kilometre rate

1

2

3

4

5

6

7

8

9

10

11

12

Subtotals

ADVANCE TOTAL

Cash advance

+

Prepaid ticket

From line 8 above

Cost

Add lines 1 to 10

Less Advance

Cash + prepaid ticket

Please complete in full.

Attach receipts for air, rail, bus fare, parking, taxis, hotel & internet access.

Submit completed claims by email to TravelClaims@caut.ca

Questions may also be directed to TravelClaims@caut.ca

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

CLAIM TOTAL

Line 11 - 12

Cheque payable to

Name

Address

City

Province

Postal code

Signature (of claimant)

Date signed

FOR OFFICE USE ONLY

Approved

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