

## 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
<b>PARKING</b>							
<b>TAXI</b>							
<b>HOTEL / INTERNET</b>							
<b>BREAKFAST</b> \$19/day							
<b>LUNCH</b> \$19/day							
<b>DINNER</b> \$48/day							
<b>INCIDENTALS</b> \$17/day							

**PARKING**

**TAXI**

**HOTEL / INTERNET**

**BREAKFAST** \$19/day

**LUNCH** \$19/day

**DINNER** \$48/day

**INCIDENTALS** \$17/day

1

2

3

4

5

6

7

## 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

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. Only signed & dated forms accompanied by receipts will be processed.

Submit completed claims to: 2705 Queensview Drive, Ottawa, Ontario K2B 8K2  
Tel: 613-820-2270 / Fax: 613-820-7244 / Email: belsher@caut.ca

# CLAIM TOTAL

Line 11 - 12

## Cheque payable to

Name

Address

City

Province

Postal code

Signature (of claimant)

Date signed

### FOR OFFICE USE ONLY

Approved