Member Expense Form

For attendance at Conference or Convention

Name: _____

UA Card #: _____

Address: _____

_____

_____

Fund: General Fund

Event or meeting attended: _____

Per Diem Policy

- Travel per diem is $100/day and applies only to travel days (in and out).
- Daily per diem is $125/day and applies only during conferences or other applicable events.
- Daily per diem cannot be claimed on travel days.

Date:	Location:	Purpose/Description: (E.g., Event name & hotel/flights)	Amount (including GST):
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
		TOTAL:	$

	Date:	Number of days:	Amount:
TRAVEL PER DIEM ($100):		2	$ 200.00
DAILY PER DIEM ($125):			$
		TOTAL:	$

TOTAL EXPENSE CLAIM: $ _____

Today's Date: _____

Member Signature: _____

Approval: _____

IMPORTANT

- Expenses are to be claimed POST-event.
- If this is a concern, please reach out to the Local and request to speak to the staff handling the event.
- Receipts MUST be included with your submission (pictures & .pdf accepted).