



Canadian Media Guild  
 La Guilde canadienne des médias  
 CWA/SCA CANADA

# EXPENSE CLAIM

<b>NAME</b>	
<b>EMPLOYER/LOCATION</b>	
<b>REPORT DATE</b>	

Date(s)	Purpose: Committee / Name of Meeting	Transportation: Air, Bus, Rail, Car Rental, Gas	Automobile Mileage @ .52/km - provide details below	Taxi, Tolls, parking, Etc.	Hotel / Lodging	Daily Incidental (\$5 for each overnight stay)	MEAL ALLOWANCE			Miscellaneous Expenses (provide details)	TOTAL
							Breakfast (\$15)	Lunch (\$15)	Dinner (\$30)		
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
<b>TOTAL</b>											\$ -

DETAILS of Automobile Mileage			
Date	Mileage (km's)	Purpose	Amount

DETAILS of Miscellaneous Expenses			
Date		Details	Amount

Expense Summary		Amount
Total Expenses Reported		-
Less Cash Advance:	Transportation Per Diem	
<b>Total Due</b>		\$ -

**Signature**  
  
**Approved By**  
  
**Date**

**Instructions**

**Payable To / Mail To: FULL\* Address**

\* FULL address essential for mailing out of expense cheques.