CMG TORONTO EXPENSE FORM

Canadian Media Guild
La Guilde canadienne des médias
TNG Canada / CWA

Name	
Employer/Location	CBC TORONTO
Report Date	

NOTE: WHEN FILLING OUT THE EXPENSE FORM CHARGE EACH ITEM TO A BUDGET AND EXPENSE ACCOUNT LISTED ON THE LEFT.
I.E. PHOTOCOPYING FOR COMMUNICATIONS COMMITTEE SHOULD BE CHARGED TO BUDGET 200 AND EXPENSE ACCOUNT 55610

Budget

100	Mobilization
110	Education
200	Communications
210	Website
220	Newsletter
300	Health & Safety
400	Care Committee
500	New Member Committee
600	New Initiatives
700	Annual Membership Meeting
710	Elections
720	Summer BBQ
730	Labour Day Parade
800	LEC Meetings
900	Honoraria
910	Labour Council Dues
000	General

Expense Accounts

55100	Internet
55200	Cell Phone
55300	Catering
55400	Postering Fee
55500	Release Days
55510	Per Diem
55520	Hotel
55530	Conference Rooms
55600	Stationary
55610	Photocopying
55620	Printing
55700	Parking
55710	Taxi
55720	Mileage
55800	Equipment
55900	Incidentals
55910	Gifts and Donations
55920	Payroll

Date(s)	Description	Budget	Expense Account	Amount

Total Expenses.....		Signature	_____
Less: Cash Advance.....		Approved by	_____
Total Due		Date	_____

FOR MAILING

Name:

Address:

Treasurer Use Only: cheque # date comments