**Cheque#**

**CUPE 122-1-2 Expense Voucher**

**Name:**

**Reason for Expense:**

Please attach necessary receipts and mark **"R"** in appropriate column where a receipt applies.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Treasurers Use Only** | **Date of**  **Expense**  **MM/DD/YR** | **Full Details of Expense** | **Receipt**  **Attached** | **Amount of Expense** |
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| **TOTAL** |  |  |  |  |

This is to certify that the amount shown above was incurred by me on behalf of CUPE and or the Local.

**SIGNATURE** **DATE**

Office Use Only Office Use Only

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque #**    **Date Issued** | |  | | --- | | **Motion # Auth. Expense (If applicable)** | |  | |
| |  |  | | --- | --- | | **Account Expense was applied** | **$** | |  |  | |  |  | |  |  | |  |  | |  |  | | **TOTAL** |  | |

CUPE Local 122-1-2 Expense Voucher