



Name: _____

Purpose:

Employee Number:

Committee:

DATE	DESCRIPTION	LODGING	MEALS	OTHER	TOTAL
TOTALS					

PLEASE SUBMIT WITH ORIGINAL RECEIPT TO UNION OFFICE BY NEXT EXECUTIVE BOARD MEETING.

4. FAILURE TO FOLLOW THE EXPENSE POLICY MAY RESULT IN IMMEDIATE CANCELLATION OF THE CREDIT CARD, DISCIPLINE UNDER THE TWU CONSTITUTION, TWU LOCAL 556 BY-LAW AND/OR ANY APPLICABLE LAWS.

Signature

I CERTIFY THAT THE ABOVE CHARGES AND ATTACHED RECEIPTS ARE TRUE AND LEGITIMATE AMOUNTS USED SOLELY FOR UNION BUSINESS INVOLVING TRANSPORT WORKERS UNION LOCAL 556