Expense, Honoraria and per Diem Claim Form

Name __________________________________________ Date Submitted __________

Phone ________________________________

Please choose your payment delivery:

- [ ] E-transfer through email: ________________________________
- [ ] Pick up from office (Room 143 Atkinson Building, York University)
- [ ] Mailing address: ______________________________________

This form is for reimbursements of expenses, per diems or honoraria ONLY.

<table>
<thead>
<tr>
<th>Date Expenses Incurred</th>
<th>Full Details of Expense</th>
<th>Authorized by:</th>
<th>Receipt Attached?</th>
<th>Amount</th>
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</table>

Total Expense Claimed _______________

CERTIFICATE
This is to certify that the amounts shown on this Statement were incurred by me on behalf of CUPE and/or Local 3903.

SIGNATURE: __________________________________________

Signing Authorities Only:

Approved by: ____________________________
Approved by: ____________________________
Instructions

This form is to be used to claim expenses, honoraria and per diems.

DO NOT use this form for processing bills, donations, PDF, Ways and Means, Child Care Benefit Fund, Trans Fund, Sexual Assault Survivors Support Fund or Extended Health Benefits Fund. Use the cheque requisition form instead.

Always sign the form to certify that the expenses are legitimate.

**Expenses:** Attach a receipt for each expense being claimed. In the table state the date and a description of the expense corresponding to each receipt. Expenses are authorized by either by-law or motion. If you are not claiming expenses that are authorized by our by-laws or the 1281 CA, attach the committee minutes from the meeting where the expense was authorized. Please, use additional forms if you have more than 5 receipts.

**Honoraria:** state the month that you are claiming and attach a short report of the work performed. Honoraria are authorized by our bylaws.

**Per diems:** State the day(s) and the type of work done. If you require more space, attach a short report. Attach the Exec minutes authorizing the per diem (you can get them from the Recording Secretary).