



Representing, Organizing, & Activating the Contract Faculty, Teaching Assistants, Graduate Assistants & Research Assistants @ York University, Toronto, Canada

Canadian Union of Public Employees / Syndicat Canadien de la Fonction Publique Local / Section Locale 3903

## 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.**

Date Expenses Incurred	Full Details of Expense	Authorized by:	Receipt Attached?	Amount

**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).