



# I. B. E. W. Local 2032

Massena, New York



## ITEMIZED EXPENSES FOR MEMBERS ON UNION BUSINESS

Name(s): \_\_\_\_\_  
 Purpose of Expenses : \_\_\_\_\_  
 Date(s): \_\_\_\_\_ To: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Return: \_\_\_\_\_  
 Type of Carrier: \_\_\_\_\_

Mileage Expense -  Miles X \$0.575 \_\_\_\_\_

**Travel Expenses**

**Cash Expenses**

<b>Mileage</b>	<input type="text"/>
Taxi	<input type="text"/>
Lodging	<input type="text"/>
Communications	<input type="text"/>
Tips	<input type="text"/>
Miscellaneous	<input type="text"/>
Meals	<input type="text"/>
Per Diem	<input type="text"/>

**TOTALS:**

NOTE: Indicate Hotel Name if Direct Billed to Union \_\_\_\_\_

Cash Advanced from Local \_\_\_\_\_

Money Due Member

OR

Money Due Local \_\_\_\_\_

**Signature :** \_\_\_\_\_

Use "save as" to YOUR Desktop. Then send that saved file to Treasurer.

**Comments:**

\_\_\_\_\_

