

How to claim expenses for Local Union business

1. Download the latest version of the expense claim form from the Local Union website. This ensures you are using the most recent meal and mileage rates. (http://www.ibew-fioe2228.ca/uploads/documents/ibew-expense-claim-form-2014-bil_en.xlsx)
2. Select the appropriate "Purpose of claim" from the drop-down list. If you're claiming expenses for two different reasons (e.g. "E Board" and "All Canada Progress Meeting") then you must submit two different claims. If you're not sure what category to claim fall within, please contact the Business Office.

Purpose of Claim Negotiations		▼ 40200
Name		

3. Provide your name, full mailing address and let us know if you are also claiming salary and whether or not a salary claim form is attached.

Purpose of Claim Negotiations	
Name	
Address 1	
Address 2	
Address 3	
City, Province, Postal Code	
Salary Claim (Y/N)	
Form attached (Y/N)	

4. Provide the details of the expenses for each date you are submitting a claim:

Date	Location	Meal & incidentals			Lodging	Transportation				Other	
		Descr	Per diem	Non per diem		Air	Ground	Kilometer	\$	Remarks	
01/01/2015	Ottawa	-L-I	\$40.30					25	\$13.88		
		----	\$0.00						\$0.00		
		----	\$0.00						\$0.00		

5. Sign and date the claim:

I certify that expenditures listed are in accordance with the terms and conditions of employment of LU Bylaws and were expended on authorized Local Union business.

Signature

Date