

SEIU Local 1000 1808 14th St, Sacramento, CA 95811 expenses@seiu1000.org

MEMBER EXPENSE CLAIM



Accounting Use Only

Name (print)	e (print)		Phone Number		Date		
Mailing Address		City		Zip Code		_	
Personal E-Mail Address						1	
Date						<u> </u>	
Location							
Time Depart							
Time Return							
Description						1	
	LODGING	LODGING	LODGING	LODGING	LODGING	+	
. Preapproved Hotel	\$	\$	\$	\$	\$		
. Incidentals	\$	\$	\$	\$			
	MEALS	MEALS	MEALS	MEALS	MEALS		
. Breakfast	\$	\$	\$	\$			
. Lunch	\$	\$	\$	\$			
5. Dinner	\$	\$	\$	\$		I hereby certify that this is a true statemen	nt of travel expenses
	TRAVEL	TRAVEL	TRAVEL	TRAVEL	TRAVEL	incurred by me in accordance with the cu	
. Preapproved Airfare	\$	\$	\$	\$		policy of Local 1000 during the period of t items shown were for official business of	
. Airporter / Shuttle	\$	\$	\$	\$		no expenses herein were received from a	
Personal Car	miles	miles	miles	miles	miles	source.	
(enter addresses below)							
0. Parking	\$	\$	\$	\$			
	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS	Signature of Member	
1. Taxi	\$	\$	\$	\$			
2. Telephone	\$	\$	\$	\$	\$	Title	
3. Other (explain)	\$	\$	\$	\$	\$	Total expense this page	
TOTAL						Total attached pages	
ate Item#	Comment					Grand total expenses	
						Less - Travel advances	
ı						Balance due to Member	
						Balance due to SEIU	
						SIGNATURE OF AP	PROVER
SEIU Local 100	00 / Rev. 24.06.14	eports to expenses@sei				U", attach a check made out to	