

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

MEMBER EXPENSE CLAIM



Accounting Use Only

| Name (print) | | Phone Number | | Date | | | |
|-------------------------|--------------------|--------------------------------|---------------|---------------|---------------|---|----------------------|
| Mailing Address | | City | | Zip Code | | | |
| Personal E-Mail Address | | | | | | 1 | |
| Date | | | | | | <u> </u> | |
| Location | | | | | | | |
| Time Depart | | | | | | | |
| Time Return | | | | | | | |
| Description | | | | | | | |
| | 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 | t of travel expenses |
| | TRAVEL | TRAVEL | TRAVEL | TRAVEL | TRAVEL | incurred by me in accordance with the cur | |
| Preapproved Airfare | \$ | \$ | \$ | \$ | | policy of Local 1000 during the period of the items shown were for official business of I | |
| . Airporter / Shuttle | \$ | \$ | \$ | \$ | | no expenses herein were received from o | |
| . 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 | |
| Date Item # | Comment | | | | | Grand total expenses | |
| | | | | | | Less - Travel advances | |
| i | | | | | | Balance due to Member | |
| | | | | | | Balance due to SEIU | |
| | | | | | | SIGNATURE OF APP | PROVER |
| SEIU Local 100 | 00 / Rev. 25.01.22 | reports to expenses@sei | | | | U", attach a check made out to | |