**EXPENSE VOUCHER *- Receipts must be attached***

*CUPE Metro Expense Policy can be found at Article 10 of the Constitution & By-laws -* [*https://metro.cupe.ca/*](https://metro.cupe.ca/)

NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ VOUCHER #\_\_\_\_\_\_\_

DATE:\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF EXPENSE DESCRIPTION AMOUNT

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|  |  |  |
|  | **TOTAL**  | **$**  |

I hereby certify that the above expense(s) were incurred by me on behalf of CUPE Metro.

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

Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paid by Cheque No.\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_