

# Canadian Office & Professional Employees' Union

## Local 343

### EXPENSE FORM 2017 - 2019

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Bargaining Unit (Employer): \_\_\_\_\_

For those members attending the following meetings (please ×):

- Convention(s)/Annual General Meeting \_\_\_\_\_ (Please specify date/s and type)
- Officers (Executive Board/Trustees) \_\_\_\_\_ (Please specify date/s)
- Negotiations/Grievance/Arbitration \_\_\_\_\_ (Please specify date/s)
- Education/Unit Meeting \_\_\_\_\_ (Please specify date/s and type)
- Other \_\_\_\_\_ (Please specify date/s and type)

**Per Diem is paid as follows:**

In town \$25.00 per day

Out-of-town \$60.00 per day (requires an overnight stay in a hotel)

Conventions \$100.00 (COPE National Convention and Mid-Term Conference, COPE Ontario Convention and AGM, OFL, CLC)

A \$50.00 per diem will be paid to members who would qualify for an overnight stay but deem to travel home upon the conclusion of the meeting that exceeds seven (7) hours in a day, including travel time

**Transportation :** (Air, Train, Bus, Taxi, etc.,  
TTC cost will be covered) \$ \_\_\_\_\_

**Mileage -** Kilometres travelled: \_\_\_\_\_ x **.40¢** \$ \_\_\_\_\_  
(Based on a round trip of 50 km and over. Total mileage cost cannot exceed the cost of air fare)

**Per diem:**  
\_\_\_\_\_ x \$25.00 \_\_\_\_\_ x \$50.00 \_\_\_\_\_ x \$60.00 \_\_\_\_\_ x \$100.00 \$ \_\_\_\_\_

**Parking:** \$ \_\_\_\_\_  
(All parking will be covered for the above meetings upon presentation of a receipt)

**TOTAL**

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

Mail to: 555 Richmond St. W. Suite 1108, Toronto, ON M5V 3B1

Fax to: 416-703-8520 OR email to: [cope343@on.aibn.com](mailto:cope343@on.aibn.com)



*Cheque #*