



IBEW LOCAL 595
6250 Village Parkway
Dublin, CA 94568
(925) 556-0595

EXPENSE VOUCHER

IBEW Local 595
6250 Village Parkway
Dublin, CA 94568

This voucher is for (Name): _____

- Expenses in connection with attendance at _____ meeting
 at _____ on _____.
- Expenses in connection with attendance at educational meeting at _____ on
 _____ sponsored by _____.
- Other: _____.

Transportation:

Date of Departure: _____ Date of Return: _____

- Private Automobile _____ miles at _____ cents per mile\$ _____
- Airfare Train Bus (attach copy of ticket)\$ _____
- Rental Car at Meeting Location (attach copy of bill)\$ _____

Accommodations:

Hotel or Motel Expense (attach receipt)\$ _____

Meeting Registration Fee:

Meeting Registration Fee (attach receipt)\$ _____

Daily Expenses:

Daily Expenses (from reverse side of voucher)\$ _____

Total Expenses\$ _____

Settlement

Total Expenses That I Incurred\$ _____
 Less Amount I Received As An Advance (if any).....\$ _____
 - Equals -
 Refund That I Owe To Local 595\$ _____
 - OR -
 Amount Owed To Me By Local 595\$ _____

I hereby certify that the expenses detailed on this voucher are the proper and actual expenses that I incurred in connection with the activity noted above.

Dated this _____ day of _____, _____

Signature: _____ Address and City: _____

DAILY EXPENSES (ATTACH RECEIPTS FOR ANY SINGLE ITEM OF \$25 OR MORE):

Number of days spent on this trust fund activity including travel days: _____.

Date: _____	Date: _____	Date: _____
Breakfast & Tip _____	Breakfast & Tip _____	Breakfast & Tip _____
Lunch & Tip _____	Lunch & Tip _____	Lunch & Tip _____
Dinner & Tip _____	Dinner & Tip _____	Dinner & Tip _____
Beverages & Tip _____	Beverages & Tip _____	Beverages & Tip _____
Porters-Bellmen _____	Porters-Bellmen _____	Porters-Bellmen _____
Limos-Taxis-Buses _____	Limos-Taxis-Buses _____	Limos-Taxis-Buses _____
Misc. (other) _____	Misc. (other) _____	Misc. (other) _____
TOTAL THIS DATE _____	TOTAL THIS DATE _____	TOTAL THIS DATE _____

Date: _____	Date: _____
Breakfast & Tip _____	Breakfast & Tip _____
Lunch & Tip _____	Lunch & Tip _____
Dinner & Tip _____	Dinner & Tip _____
Beverages & Tip _____	Beverages & Tip _____
Porters-Bellmen _____	Porters-Bellmen _____
Limos-Taxis-Buses _____	Limos-Taxis-Buses _____
Misc. (other) _____	Misc. (other) _____
TOTAL THIS DATE _____	TOTAL THIS DATE _____

**IF MORE THAN
FIVE DAYS, ATTACH
AN ADDITIONAL
VOUCHER SHEET**

TOTAL OF ALL DAILY EXPENSES _____

(transferred to front of voucher)

EXPLANATIONS (IF NEEDED)
