

Expense Voucher for District 2 Algoma

Cheque may take 2 to 3 weeks for processing depending on signatures. If you require a cheque before this time, you must email Marnie Devoni - marnie.devoni@d02.osstf.ca

First and Last Name

Home Address (if you would require your cheque mailed to your home)

School (all cheques will be sent in courier unless stated above)

Description of Function/Meeting/Reason for Expense

Date of Expenses Claimed

Bargaining Unit

ECE

ESS

OTBU

TBU

DISTRICT

Accommodation -

Meals (Breakfast - \$20) (Lunch- \$30) (Dinner- \$60)

Mileage (.64 /km) and \$0.05 for each additional passenger.

Child/Dependent Care (\$19.60) per Hour - Overnight is \$50.00) Max per day is 10 Hours

Misc. Expenses

Receipts - please email marnie.devoni@d02.osstf.ca receipts

**Note: Detailed Receipts required.

Total Amount Claimed

\$

If you would like Direct Deposit and have not already filled in Direct Deposit form, please fill in The Direct Deposit Form and submit with this form.

TO SAVE THIS FORM CLICK HERE

Return by email to marnie.devoni@d02.osstf.ca