

Unifor Local 2289
“MISSING RECEIPT”

PLEASE FILL OUT THE INFORMATION BELOW AND PRESENT AT THE NEXT
Unifor LOCAL 2289 EXECUTIVE BOARD MEETING FOR APPROVAL.

Unifor LOCAL 2289 EXECUTIVE BOARD MUST PASS A MOTION TO ENABLE
REFUND OF EXPENSES.

THIS FORM MUST ACCOMPANY VOUCHER FOR REIMBURSEMENT AND FOR
THE ACCOUNTANT.

NAME: _____

DATE: _____

TYPE OF RECEIPT: (I.E. GAS, TAXI ETC)

AMOUNT: _____

DATE OF EXPENSE: _____

REASON FOR EXPENSE: _____

REASON FOR MISSING RECEIPT:

SIGNATURE: _____

MOTION# _____

APPROVED: _____
PRESIDENT, LOCAL 2289