

CUPE ONTARIO



REIMBURSEMENT FOR CONVENTION SMALL LOCALS SUBSIDY

NAME:(please print) _____ Local No. _____

ADDRESS: _____ Apt. No. _____

_____ Postal Code: _____

BUSINESS PHONE: _____ HOME PHONE: _____

DATE(s) May 27-30, 2009

LOCATION: Toronto

	\$ Claim	Receipt (X)
REGISTRATION FEE (\$325 x ___) (2 max.)		(not req'd)
TRAVEL: _____ KM x 41¢		
Parking (attach receipts)		
Taxi / Ground Transportation (attach receipts)		
Bus / Train / Air Fare (booked ONLY through W.E. Travel)		
TOTAL	\$	

Payable to: Claimant Local

*Please submit claim within 14 days to CUPE Ontario
305 Milner Ave., Suite 801, Scarborough, Ontario M1B 3V4
FAX: 416-299-3480*

SIGNATURE: _____ DATE: _____

APPROVED: _____ POSITION: _____
(must be approved by an officer of the Local)

Cheque # _____
Date: _____

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POLICY ON TRAVEL EXPENSES

- ◆ 41¢ per km **OR** economy class airfare, plus ground transportation, whichever is **less**.
- ◆ Air fare, train or bus reservations **MUST BE MADE THROUGH W.E. TRAVEL AT 1-888-676-7747** in order to be reimbursed.
- ◆ Taxi, bus fare, parking, etc. must be supported by **original receipts**.
- ◆ Where more economical, members should use public transportation.

When travelling into the city of Toronto from the airport, members **must use the airport bus to a downtown hotel** and then taxi to their final destination.