

Inverness Local NSTU Expense Form 2023 - 2024

NAME:

DATE:



Office Use:

Cheque #:	<input type="text"/>
Date:	<input type="text"/>
Amt	<input type="text"/>
Auth.	<input type="text"/>

Account/Budget Category	Amount
TOTAL	

I. Travel

mm/dd/yy	From / To	Meeting	Rate	Dist./Return	Amount
			\$0.58		
			\$0.58		
			\$0.58		
			\$0.58		
			\$0.58		
TRAVEL TOTAL					

II. Hotel & Lodging

mm/dd/yy	Hotel	Rate \$	# Days	Amount
LODGING TOTAL				

III. Meals

mm/dd/yy	Meals	#	Amt.	Total
	B		\$12.00	
	L		\$15.00	
	D		\$30.00	
	Meeting Meals			
TOTAL				

MEALS TOTAL

INCEND. TOTAL

MISC. TOTAL

TOTAL EXPENSES

IV. Incidentals

# days	Rate \$
	\$8.00
Miscellaneous Charges	

NOTES:

Please make sure all receipts are attached

SIGNATURE:

Enter the amount to be charged to each account for expenses **other than meals or transportation**.

Budget Categories	
Ad Hoc Committee	Office Supplies
Annual Council	Postage
Bank Charges	President's Expenses
Benevolence	President's Release Time
Communications and Public Relations	Professional Development Committee
Conferences and Workshops	Rep Retreat
Finance Committee	RRC
Gifts, Flowers and Donations	Scholarships and Bursaries
Honoraria	Social Events
Insurance	Substitute Committee
Meeting Expenses	Telecommunications
Member Engagement	Women In Equity
Office Equipment	