

**Inverness Local NSTU Expense Form 2024-25**

NAME:

DATE:



**Inverness Local  
NSTU**

**Office Use:**

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

<b>Budget Categories</b>	
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	