

PLEASE SIGN HERE

Branch President

Local Treasurer

Local President _

National Postal Mail Handlers Union Division of LIUNA AFL-CIO LOCAL 300

Report of Business Expenses

Name:				Last 4 S	SS#:	Level:	Step: Rate: _	
Address:								
Branch:				Period:		Throug	jh:	
1 Date	2 Location	3 Auto Mileage			4	5	6	7
		# of Miles	@	Per Mile	Travel Parking, Tolls, Etc.	Postage	Organizational Expense	Salary
1)								
2)								
3)								
4)								
5)								
6)								
7)								
8)								
9)								
10)								
11)								
12)								
13)								
14)								
TOTALS BY ITEM								
FOR LOCAL HEADQUARTERS USE ONLY								
true and accu	y that the expenses reported for rein rate and arose in connection with the activities and duties.			f sub of p	mitted. Please paper.	e affix all rece	s to support this cipts to a separa	ate blank shee

description of the activity or duty.

FOR LOCAL HEADQUARTERS USE ONLY

Check #	Total Expenses	Salary Total
Date Paid	\$	\$

Name:		Period: Through:
sonal automobile	: Dates of travel,	hould clearly state the specific nature of the expenditure. Attach receipts and vouchers for all expenditures. For use of per- Names and locations traveled to and from, Number of miles driven, Business purpose of each use. For Lost time/lost wages: and number of hours claimed, Rate per hour, Purpose of lost time. "Union business" or "miscellaneous" are inadequate.
Date	Column(s)	Explanation of Expenses
1)	(1)	Programme Branch
2)		
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3)		
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4)		
4)		
5)		
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6)		
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7)		
8)		
9)		
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11)		
12)		
13)		
14)		