



# UGSOA

## Local Expense Reports

Local Number: \_\_\_\_\_

Destination: \_\_\_\_\_

Name: \_\_\_\_\_

Date of Trip: \_\_\_\_\_

**Travel:**

Air/Rail: \$ \_\_\_\_\_

Additional Air Fees: \$ \_\_\_\_\_

Subway/Taxi: \$ \_\_\_\_\_

Lodging: \$ \_\_\_\_\_

Rental Car: \$ \_\_\_\_\_

Tolls: \$ \_\_\_\_\_

Parking: \$ \_\_\_\_\_

Gas: \$ \_\_\_\_\_

Misc. (copies): \$ \_\_\_\_\_

**Per Diem:** \_\_\_\_\_ days X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**Mileage:** \_\_\_\_\_ # miles X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**Sub Total:** \$ \_\_\_\_\_

**Cash Advances:** \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

Since all Union Financial Records are subject to Audit and/or Review by Labor Department Agencies and the Internal Revenue Service, be sure all expenditures

are listed in reasonable detail and supported by receipts, when applicable. Please attach all receipts for hotel/motel bills, and airline tickets.

Additional Explanation:

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Local President's Signature: \_\_\_\_\_

Local Treasurers Signature: \_\_\_\_\_