



# National Postal Mail Handlers Union

## Division of LIUNA AFL-CIO LOCAL 300

### Report of Business Expenses

Name: \_\_\_\_\_ Last 4 SS#: \_\_\_\_\_ Level: \_\_\_\_ Step: \_\_\_\_ Rate: \_\_\_\_\_

Address: \_\_\_\_\_

Branch: \_\_\_\_\_ Period: \_\_\_\_\_ Through: \_\_\_\_\_

1 Date	2 Location	3 Auto Mileage			4 Travel <i>Parking, Tolls, Etc.</i>	5 Postage	6 Organizational Expense	7 Salary
		# of Miles	@	Per Mile				
1)								
2)								
3)								
4)								
5)								
6)								
7)								
8)								
9)								
10)								
11)								
12)								
13)								
14)								
<b>TOTALS BY ITEM</b>								
<b>FOR LOCAL HEADQUARTERS USE ONLY</b>								

I hereby certify that the expenses reported for reimbursement are true and accurate and arose in connection with the performance of my business activities and duties.

All original vouchers and receipts to support this report are to be submitted. Please affix all receipts to a separate blank sheet of paper.

You must complete the reverse side of this form including a description of the activity or duty.

\_\_\_\_\_  
PLEASE SIGN HERE

Branch President \_\_\_\_\_

Local Treasurer \_\_\_\_\_

Local President \_\_\_\_\_

FOR LOCAL HEADQUARTERS USE ONLY		
Check # _____	Total Expenses	Salary Total
Date Paid _____	\$ _____	\$ _____

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

Period: \_\_\_\_\_ Through: \_\_\_\_\_

**NOTE: Explanation of expenses should clearly state the specific nature of the expenditure. Attach receipts and vouchers for all expenditures. For use of personal automobile: Dates of travel, Names and locations traveled to and from, Number of miles driven, Business purpose of each use. For Lost time/lost wages: Dates incurred, Specific times 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)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		
11)		
12)		
13)		
14)		