

**UAW Local 2350
Member Expense Claim**

**I hereby certify that this is a true statement of travel expenses incurred by me in accordance with the current travel expenses policy of the Union during the period of this claim, that all items shown were for official business of the Union, and that no expenses herein were received from or paid by any other source.

Name: _____
Mailing Address: _____
City, State, Zip code: _____
Phone number: _____
Email Address: _____

Signature:

Title:

Date:

Date							Accounting Use Only		
Location									
Time Depart							Receipts / Backup received		
Time Return									
Activity									
Activity Codes	LODGING	LODGING	LODGING	LODGING	LODGING	LODGING			
1. ROOM									
2. INCIDENTALS									
	MEALS	MEALS	MEALS	MEALS	MEALS	MEALS			
3. BREAKFAST									
4. LUNCH									
5. DINNER									
	TRAVEL	TRAVEL	TRAVEL	TRAVEL	TRAVEL	TRAVEL			
6. FLIGHT									
7. PARKING									
8. TOLLS									
9. MILEAGE									
10. TRANSPORT*									
*Taxi, Uber/Lyft, shuttle, etc									
	MISC	MISC	MISC	MISC	MISC	MISC			
OTHER (explain below)									
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00			

Misc expenses - Date & Explanation

Total expenses this page	\$0.00
Total of additional pages	\$0.00
Grand total expenses	\$0.00
Less - Travel advances	
Balance due to Member	\$0.00
APPROVED DATE	