**AUFA**

**Expense Claim Form**

**DATES: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Day | FareFrom:\_\_\_\_\_\_\_\_\_\_\_\_To: \_\_\_\_\_\_\_\_\_\_\_\_From:\_\_\_\_\_\_\_\_\_\_\_\_To: \_\_\_\_\_\_\_\_\_\_\_\_ | Parking | Taxis | Hotels | Auto@58¢ km | Breakfast$23.60/day | Lunch$23.90/day | Dinner$58.60/day | Sundries$17.30/day |
|  | **RECEIPTS REQUIRED** | **NO RECEIPTS REQUIRED** |
| Mon. \_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |
| Tues. \_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |
| Wed. \_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |
| Thurs. \_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |
| Fri. \_\_\_\_\_ |  |  |  |  |  |  |  |  |  |
| Sat. \_\_\_\_\_ |  |  |  |  |  |  |  |  |  |
| Sun. \_\_\_\_\_ |  |  |  |  |  |  |  |  |  |
|  | $ | $ | $ | $ | $ | $ | $ | $ | $ |
|  |
| **TOTAL of All Columns: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |
| **LESS Cash Advance Received: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |
| **LESS Ticket prepaid: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |
| **TOTAL Claim on this Voucher: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this claim and attached receipts to the Treasurer of AUFA.