



Expense Sheet

Michigan Postal Workers Union, AFL-CIO



Name: _____ Assignment/Trip Dates: _____

Purpose of Assignment/Trip: _____

Authorized by: ___ President ___ E-Board Motion ___ Other: _____

Description of Assignment/Trip Purpose (Explain in Detail): _____

Others Present: _____

Event: _____ (Use Reverse Side of Page for More Space if needed)

Mileage: Odometer	BEGIN	END	TOTAL MILES					

Classification	DATE FROM	DATE TO	ORGANIZE OR GRIEVANCE TRIP	EXEC BOARD MTG	DISTRICT MEETING	STATE CONVENTION OR ED ASSEMBLY	OTHERS (DISIGNATE)	TOTALS
HOTELS								
MEALS								
PARKING & TOLLS								
POSTAGE								
OFFICE SUPPLIES								
PRINTING								
AIR FARE								
BAGGAGE FEES								
LODGING								
MEALS & INCIDENTALS								
REGISTRATION FEES								
OTHERS (DESIGNATE)								
TOTALS								

SECRETARY/TREASURER LOG # / CHECK #: _____

ALL EXPENSES AND LOST TIME MUST BE SUBMITTED MONTHLY! COMPLETE FORM AND SEND TO SECRETARY/TREASURER (PO BOX 2725; Grand Rapids, MI 49501-2725) (or scan/e-Mail to: Sec-Treas@mpwu.com) NOT LATER THAN THE 25TH OF THE MONTH

Michael Mize; President



Michigan Postal Workers Union
American Postal Workers Union, AFL-CIO

Michael Long; Secretary/Treasurer