



## OPSSU Expense Advance Form

Please send all advance requests  
to [advances@opssu.ca](mailto:advances@opssu.ca)

Event: _____	Name: _____	
Home Address: _____	Apt/Unit #: _____	
City: _____	Postal Code: _____	Phone #: _____
Personal Email: _____		
Please select any that apply: <input type="checkbox"/> Steward <input type="checkbox"/> Executive Committee <input type="checkbox"/> Committee Member <input type="checkbox"/> Retiree		

Please fill out the information below to calculate the approximate advance amount required.

Date & Event	KM (\$0.40/km)	Plane or Train Fare	Hotel Room Rate	Breakfast (\$13)	Lunch (\$19)	Dinner (\$29)	Daily Total
						<b>Total</b>	

**Please note:** According to OPSSU policy, members who have received an advance for authorized union business shall submit an expense claim, with appropriate receipts, within thirty (30) days of the meeting. Requests for a second advance will not be honoured unless the first advance has been cleared.

Failure to follow the policy may result in denial of future advance claim requests. Any unreconciled advances will be processed against future claims that may be submitted.

By submitting the above advance request, you are agreeing to follow OPSSU policy regarding advances.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Submitted

**\*For Treasurer Use Only\***

Authorized: _____	Cheque #: _____	<b>Reconciliation Details:</b>
Date Issued: _____		Date Reconciled: _____
		Outstanding Balance: _____