



## 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<br>(\$0.40/km) | Plane or<br>Train Fare | Hotel<br>Room Rate | Breakfast<br>(\$13) | Lunch<br>(\$19) | Dinner<br>(\$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: _____     |