



SEIU Local 1000  
1808 14th St, Sacramento, CA 95811  
expenses@seiu1000.org

## MEMBER EXPENSE CLAIM



Accounting Use Only

Name (print) \_\_\_\_\_ Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Personal E-Mail Address \_\_\_\_\_

Date					
Location					
Time Depart					
Time Return					
Description					
	LODGING	LODGING	LODGING	LODGING	LODGING
1. Preapproved Hotel	\$	\$	\$	\$	\$
2. Incidentals	\$	\$	\$	\$	
	MEALS	MEALS	MEALS	MEALS	MEALS
3. Breakfast	\$	\$	\$	\$	
4. Lunch	\$	\$	\$	\$	
5. Dinner	\$	\$	\$	\$	
	TRAVEL	TRAVEL	TRAVEL	TRAVEL	TRAVEL
6. Preapproved Airfare	\$	\$	\$	\$	
7. Airporter / Shuttle	\$	\$	\$	\$	
8. Personal Car (enter addresses below)	miles	miles	miles	miles	miles
10. Parking	\$	\$	\$	\$	
	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS
11. Taxi	\$	\$	\$	\$	
12. Telephone	\$	\$	\$	\$	\$
13. Other (explain)	\$	\$	\$	\$	\$
<b>TOTAL</b>					

I hereby certify that this is a true statement of travel expenses incurred by me in accordance with the current travel expense policy of Local 1000 during the period of this claim, that all items shown were for official business of Local 1000, and that no expenses herein were received from or paid by any other source.

					Signature of Member
11. Taxi	\$	\$	\$	\$	
12. Telephone	\$	\$	\$	\$	\$
13. Other (explain)	\$	\$	\$	\$	\$

Date	Item #	Comment			Grand total expenses
					Less - Travel advances
					Balance due to Member
					Balance due to SEIU
					SIGNATURE OF APPROVER