

# Public and Private Workers of Canada

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## Expense Claim Form (Attach all Receipts)

<b>Name:</b>	
<b>Nature of Expense</b>	

### Travel

<u>Date</u>	<u>Airfare, Car, Transit, Taxi</u>	<u>Origin</u>	<u>Destination</u>

### Lodging

<u>Date</u>	<u>Hotel Name</u>

### Per Diem

<u>Dates</u>	<u>Breakfast, Lunch, Dinner, Day</u>

### Miscellaneous

<u>Item</u>

## **WAGES**

Vacation rate = 2 weeks (4.5%), 3 weeks (6.5%) 4 weeks (8.5%) 5 weeks (10.5%) 6 weeks (12.5%) 7 weeks (14.5%)  
 Shift Differential = Day, Night, Afternoon

<u>Date</u>	<u>Wage Rate</u>	<u>Vacation Rate =</u>		<u>Sunday Premium</u>	<u>Sunday Letter</u>	<u>ERC</u>
		<u>Hours</u>	<u>%</u>			
		<u>Shift Differential</u>				

### Signatures

<b><u>Submitted by:</u></b>	<b><u>Financial Secretary/Treasurer</u></b>	<b><u>President/First Vice President</u></b>