|  |  |
| --- | --- |
|  | NALC Branch 791 Snohomish 2812 Lombard Ave Suite 209Everett WA 98201***EXPENSE REPORT*** |
|  |  |

 Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***If claiming no expense:* Initial \_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- |
| Date(mm/dd/yy) | Union Purpose | Driving(to – from) | Miles | Other  | Total |
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| **Check Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_** | Subtotal |  |
| Less Cash Advanced |  |
| Total Owed to You |  |
| **Total Due** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date(mm/dd/yy) | Union Purpose | LWOP Hours | Total | **Gross Income****Grade/Step****Day Off** |
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|  |  |  |  |
| **Check Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_** |  | **Total Due** |
| **Please attach Form 3971.** |

***\*\*\*\*\*Please do not fill out shaded part\*\*\*\*\****