

EVENT:

DATE(S)



# FBA SALARY AND EXPENSE VOUCHER

5000 North Fraser Way, Burnaby, BC V5J 5M3 • ph: 604-438-5000 (1-800-663-5813)

**PLEASE PRINT OR TYPE & FILL OUT COMPLETELY. RETURN BY EMAIL.**

Name		Personal Email (Not Employer/work)	
Address		City	Postal Code
Telephone (Home)	Telephone (Cell)	Telephone (Work)	Extension
Employer		Facility Name	

Work Schedule <i>Please write "day off" if applicable</i>				Expenses <i>All expenses must be PRE-APPROVED by emailing <a href="mailto:membervouchers@heu.org">membervouchers@heu.org</a>.</i>			Additional Information
Date MM/DD/YY	Start Time	End Time	Work Hrs per day	Mileage (km x 59¢) #km	Parking, Transp., Other \$\$\$		
Total (A)				\$	\$		

## WAGES

Before any wages can be paid, the following questions must be answered:

- Will your employer keep you on the payroll and send the invoice to HEU?  YES  NO
- Work Status:  Full-Time  Part-Time  Casual

TOTAL HOURS ON UNION LEAVE (A) \_\_\_\_\_ at \$ \_\_\_\_\_ per hour

- Please email completed vouchers and scans of receipts to [membervouchers@heu.org](mailto:membervouchers@heu.org) or mail to Hospital Employees' Union – Provincial Office – Attn: Finance Department
- Please allow 2-3 weeks for payment processing
- If you have any questions, please contact [membervouchers@heu.org](mailto:membervouchers@heu.org)

Member's Signature

HEU Approval (Name &amp; Signature)