



HEU PANDEMIC FUND EXPENSE CLAIM FORM

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

PLEASE PRINT & FILL OUT COMPLETELY. RETURN BY MAIL OR EMAIL

Local Name		Local ST/Treasurer
Your Name		Your Position on the Executive
Telephone (Work)	Telephone (Cell)	Local or Individual Email Address

Eligible items covered under this Fund (that do not require pre-approval):

- 1. Telecommunication Expenses:** Program purchase and installations, account setup, and service provider expenses (i.e. Zoom account, Constant Contact, MailChimp)
- 2. New Remote Technology Equipment:** Laptops, other equipment purchases for remote operations, or video conference hardware (i.e. computer cameras)

Any other requests beyond the above noted that support locals in transitioning towards the use of remote technology to service members during this time will also be considered. Prior to purchase, please contact HEU Provincial Office at fund@heu.org to obtain pre-approval for the expense.

Claimable Expense (List what you purchased):

Description	Amount	Additional Information
TOTAL	\$	

- Please email completed form and scans of receipts to fund@heu.org or mail completed form and original receipts to Hospital Employees' Union – Provincial Office – Attn: Finance Department
- **** ONLY valid receipts will be reimbursed.**** Photo of receipts will be accepted but scanned receipts with a scanner app are preferred
- If you have any questions, please contact fund@heu.org
- If you're not on the local executive, this form needs to be authorized by a member of your local Executive

FOR LOCAL EXECUTIVE USE ONLY Name & Signature	FOR FINANCE USE ONLY HEU Approval (Name & Signature)
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