

# SALARY, LOST TIME AND EXPENSE VOUCHER

**UNITED STEELWORKERS**

**AFL-CIO-CLC**

CHEQUE # _____
CHEQUE DATE _____

**LOCAL UNION NO.** \_\_\_\_\_

DATE \_\_\_\_\_

NAME (print) \_\_\_\_\_

SOC. INS. NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

DEPT. \_\_\_\_\_

CLOCK NO.: \_\_\_\_\_

Date	Hours Lost	Rate Per Hr.	Reason for Lost Time	Gross Wages	Taxable Expenses	Cash Book Column
<b>TOTAL HOURS</b>				<b>TOTAL GROSS</b>		

Taxable Expense (Do not withhold dues from this figure.) .....		_____
Total Taxable Earnings (Withhold all Taxes from this total.) .....		_____
<b>Financial</b>		
<b>Cash Book</b>	<b>LESS:</b>	
11 .....	Employment Insurance .....	_____
11A .....	Canada/Quebec Pension Plan .....	_____
12/13 .....	Federal & Provincial Income Tax .....	_____
14 .....	Other Deduction .....	_____
15 .....	Other Deduction - \$.02 (or \$.05) x Total Hours .....	_____
15A .....	1.45% (or 1.3% or Other Rate) x Gross = Dues Withheld .....	_____
Net Wages (After Taxes and Dues Withheld) .....		_____
Expenses (Non Taxable) Plus .....		_____
Total Amount Paid - (Amount of CHQ. Col. 10) .....		_____

<b>(Non-Taxable) EXPENSE VOUCHER (MUST BE ITEMIZED)</b>						
Date	From	To	Travel	Meals	Hotel	Misc. Expenses
<b>TOTALS:</b>						

MEETING DATE APPROVED: \_\_\_\_\_

TOTAL EXPENSES \$ \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PERIOD COVERED FROM: \_\_\_\_\_ TO \_\_\_\_\_