

SALARY, LOST TIME AND EXPENSE VOUCHER
UNITED STEELWORKERS

CHECK# _____
CHECK DATE _____

LOCAL UNION NO. _____

DATE _____

NAME (print) _____

SOC. SEC. NO. _____

ADDRESS _____

DEPT. _____

CLOCK NO.: _____

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

Taxable Expense (Do not withhold dues from this figure.)	_____
Total Taxable Earnings (Withhold all Taxes from this total.)	_____
Financial	
Cash Book	LESS:
11 Social Security Tax	_____
11A Medicare Tax	_____
12 Federal Income Tax	_____
13 State Income Tax	_____
14 Other Deduction	_____
15 Other Deduction	_____
15A 1.45% (or 1.3% or Other Rate) x Gross = Dues Withheld	_____
\$.02 (or \$.05) x Total Hours	_____
Net Wages (After Taxes and Dues Withheld)	_____
Expenses (Non Taxable) Plus	_____
Total Amount Paid - (Amount of CH. Col. 10)	_____

(Non-Taxable) EXPENSE VOUCHER (MUST BE ITEMIZED)

Date	From	To	Travel	Meals	Hotel	Misc. Expenses
TOTALS:						

MEETING DATE APPROVED: _____

TOTAL EXPENSES \$ _____

SIGNATURE _____

PERIOD COVERED FROM: _____ TO _____