

CTA EXPENSE ACCOUNT STATEMENT

DATE: _____

CHEQUE PAYABLE TO: _____

ADDRESS/SCHOOL: _____

**** ATTACH ALL APPLICABLE RECEIPTS ****

ACCOUNT # _____

AUTH. BY: _____ POS: _____

AMOUNT _____

CHEQUE # _____

ADDL INFO: _____

EXECUTIVE COMMITTEE

5220 Pres & VP: Expenses _____

5221 2nd VP Expenses _____

5230 EC Meetings Expenses _____

5250 Other EC Expenses _____

OTHER COMMITTEES

5350 CASJ _____

5050 Negotiations - Cttee Exp _____

5100 TOC Comm Exp. _____

5120 Other Committees _____

5140 Adult Ed Comm. _____

PD COMMITTEE EXPENSES

5380 LSA Council _____

5390 LSA Chair. Training _____

5405 PD Chair Exp _____

5420 PD. Cttee Exp. _____

PD DAY

5440 Honorariums _____

5450 TOC Costs _____

5470 Other Expenses _____

5410-1000 Leadership Series _____

MISCELLANEOUS

5500 Induction _____

5505 Retirement _____

5605 Scholarships _____

OFFICE EXPENSES

5800 Mileage _____

5820 Service Contracts _____

5850 Office/Paper Supplies _____

5860 Postage _____

5880 Utilities _____

OFFICE PERSONNEL

5870 Wages _____

5875 TFEU PD _____

5871 RRSP/MPP _____

5222 Grievance Expenses _____

MEETINGS

5510 General _____

5520 Rep. Assembly _____

5530 BCTF - AGM _____

5540 Other Meetings _____

5550 SURT _____

PUBLIC RELATIONS

5590 Misc. PR exp. _____

5900 Membership Invol. _____

5920 Charitable Donations _____

5815-4000 Job Action _____

Other miscellaneous expenses/accounts



COQUITLAM TEACHERS' ASSOCIATION

Please use this form for tracking mileage, personal information on front requires completion.

MISCELLANEOUS EXPENSES

<i>DATE</i>	<i>ITEM</i>	<i>AMOUNT</i>
	TOTAL MISCELLANEOUS EXPENSES	

TRAVEL EXPENSES

<i>DATE</i>	<i>DESTINATION</i>	<i>DISTANCE</i>
Total mileage		km x .57 cents/km

TOTAL MILEAGE ALLOWANCE (Total Distance x .57 cents/km)	
BASIC TRAVEL ALLOWANCE	
TOTAL MISCELLANEOUS EXPENSES	
TOTAL	\$