

AUPE Travel Expense Comparison Worksheet



The Alberta Union of Provincial Employees
 10025 - 182 ST NW, Edmonton, AB T5S 0P7
 780-930-3300 or 1-800-232-7284

Personal Info	Name:	Component:
	Destination:	
	Purpose of Travel:	

Travel		By Car	By Air	By Other	Notes
	Departure Date	dd/mm/yyyy	dd/mm/yyyy	dd/mm/yyyy	
	Return Date	dd/mm/yyyy	dd/mm/yyyy	dd/mm/yyyy	

Meals	Arrival Time	Depart Time					Notes
			Breakfast \$12.00				
			Lunch \$18.00				
			Dinner \$25.00				
			TOTAL MEALS				Please note: meal total not to exceed \$55.00 per day

Lodging and Transportation	Arrival Time	Depart Time					Notes
			Lodging				
			Airfare				
			Bus				
			Rail				
			Shuttle				
			Taxi				
			Rental Car				
			Kilometers xx @ \$0.52=				
			Parking				
			Tolls				
			Other expenses				
			TOTAL LODGING & TRANSPORTATION				

Misc. Expenses	Arrival Time	Depart Time					Notes
			Baggage				
			Time Off				Please note: MUST CORRESPOND TO EVENT
			Other				
			TOTAL MISCELLANEOUS EXPENSES				

TOTAL ALL EXPENSES					
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Printed Name of Authorizer:

Signature of Authorizer:

Position/Title of Authorizer:

Signature of Traveler:

Date of Submission:

Please note: This approved form must be submitted with the Expense Claim form. Expenses will be paid to the approved rate or lower if sales/discounts apply.