



GSU Strike Expense Form

Month: _____

Date Submitted: _____

Location or Sub-Local: _____

Submitted by: _____

Mailing Address: _____

GSU staff who approve of the expense: _____

DETAILS - Name of Company on Receipt

REASON - What was paid for or purchased

AMOUNT - total cost of what is being expensed

DETAILS	REASON	AMOUNT

NOTES:

**Instructions on how to fill out expense form are on the back.
Keep this original form in your Picket Captain binder.**

Submitting expenses while on strike

If a approved purchase or payment was made and a GSU member needs to submit an expense claim for the item it should be done as follows.

1. Before an expense can be claimed it has to be approved by a GSU staff member. This approval can be verbal, text or email.
2. Each Picket Captain will have copies of the GSU Strike Expense Form, this should be filled out in pen by the member who is submitting the expense claim.
3. The completed form and receipt(s) will be submitted to the GSU Office in Regina. The Picket Captain or the member will take pictures of the competed form and any receipts and email them to rebecca@gsu.ca or text them to her at 306-570-1866.
4. The expense form will be processed and a cheque will be written. These cheques will be delivered (mail or driven) to the Picket Captain who will hand them out to the members.