CMG TORONTO EXPENSE FORM

Canadian Media Guild
La Guilde canadienne des médias
TNG Canada / CWA

Name	
Employer/Location	**CBC TORONTO**
Report Date	

NOTE: WHEN FILLING OUT THE EXPENSE FORM CHARGE EACH ITEM TO A BUDGET AND EXPENSE ACCOUNT LISTED ON THE LEFT.
I.E. PHOTOCOPYING FOR COMMUNICATIONS COMMITTEE SHOULD BE CHARGED TO BUDGET 200 AND EXPENSE ACCOUNT 55610

Budget

100 Mobilization
110 Education
200 Communications
210 Website
220 Newsletter
300 Health & Safety
400 Care Committee
500 New Member Committee
600 New Initiatives
700 Annual Membership Meeting
710 Elections
720 Summer BBQ
730 Labour Day Parade
800 LEC Meetings
850 Joint Committee meetings
900 Honoraria
910 Labour Council Dues
000 General

Expense Accounts

55100 Internet
55200 Cell Phone
55300 Catering
55400 Postering Fee
55500 Release Days
55510 Per Diem
55520 Hotel
55530 Conference Rooms
55600 Stationary
55610 Photocopying
55620 Printing
55700 Parking
55720 Transportation
55800 Equipment
55900 Incidentals
55910 Gifts and Donations
55920 Payroll

Date(s)	Description	Budget	Expense Account	Amount

Total Expenses……		Signature	
Less: Cash Advance……		Approved by	
Total Due		Date	

FOR MAILING

Name:

Address:

Treasurer Use Only: cheque # date comments