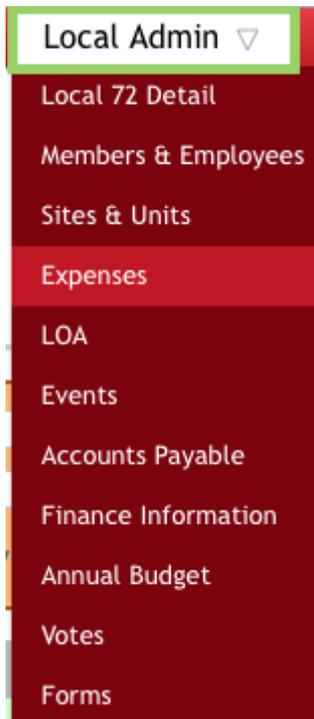


This section relates to the expense claims handled by the **Local Executive**. You are able to submit a claim for another local member or to approve/reject expense claims submitted. If one of the Executive submits a claim for a member, then a different executive member must do the review and approval process.

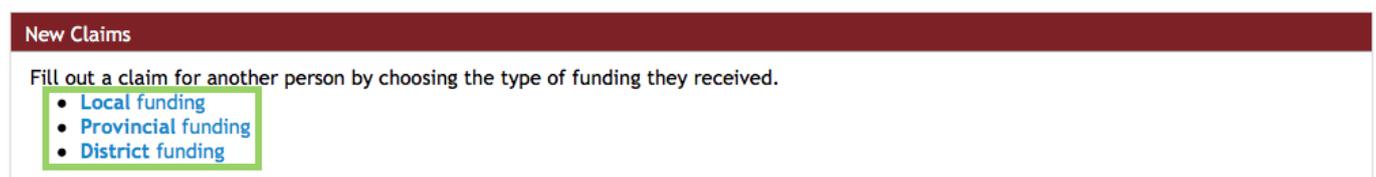


### Submit Expense for Another

If you begin a new expense claim from the **Local Admin** tab, the form appears and requires a **Search** to locate the required name. This step should be taken by any executive member other than the Treasurer so the normal review process can be done by Treasurer.

Under the **New Claims** option select to complete a **Local** or **Provincial** expense claim.

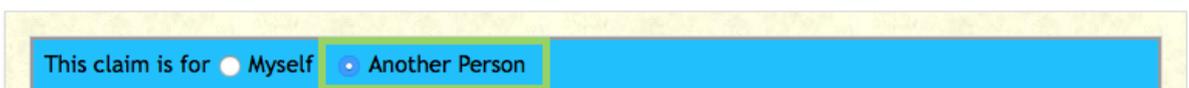
### Local 72 Expenses



The standard expense claim form will appear. **Another Person** will be checked off.

### UNA Expense Claim

As of February 1, 2017, UNA will no longer be issuing paper cheques. Please make sure your direct deposit information is up to date. This can be done from the main [Expense Claims](#) page under the *My Expense Claim Forms* section.



To complete such a form, you must be an **executive member** of the local where the person's membership is valid.

Enter enough of the person's name so the person can be located and click the **Search** button.

Search by Name or Member ID

Tinker Bell R Fairy	94792	No TD1 on file	No Direct Deposit Information Cannot Select this Person
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Until this member enters their **Direct Deposit** information, an expense claim cannot be completed.

Search by Name or Member ID

Tinker Bell R Fairy	94792	No TD1 on file	<input type="button" value="Pick"/>
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From the results, click the **Pick** button to complete the selection process. The list of names includes an alert regarding missing **TD1 forms** required by **Finance**.

Complete the information requested exactly as you do on your own expense forms. The **Plus Signs** open that section to enter in details. The **Trash Can** will delete an entry. On the **Travel** section click on the **Calculator** to calculate the KMs if you did not record them in the car, it will open Goggle Maps.

Search by Name or Member ID

**Tinker Bell R Fairy** Member ID **94792**

Local 72

Basic Rate of Pay \$

Event Attended / Funding Reason

### Salary Replacement

#### Hours (per day)

hours on  at a rate of \$  

LOA

#### Abutting Shifts

#### Other Taxable Remuneration

### Meals & Travel

#### Breakfast





#### Lunch

#### Dinner





Travel between  and  for a round-trip total of  km.

**Funded by** in this case, if by the **Local**.

Accommodations

Other Items

\$ 20.00 paid by Other for parking



Funded by  UNA Provincial

– OR –

Local 72

– OR –

District

### Instructions

If you have any additional instructions you'd like to provide to the Finance department (eg. the Local Vice President is covering for the President and claiming the additional funding) please enter them here.

If you have changed the default rate of pay for any Salary or Abutting Shift lines, please specify the reason (ex. the default rate of pay is incorrect).

### Receipts

If you have any expenses that require receipts to be submitted, they will need to be submitted in addition to this form.

Once you've submitted the form, you must do one of two things:

- print a copy of the claim, attach your receipts, and send it to whoever is funding the claim
- upload digital copies of the receipts (as photos, scanned documents, or digital documents) on the next screen

Click on **Submit Claim** to submit.

As of February 1, 2017, UNA will no longer be issuing paper cheques. Please make sure your direct deposit information is up to date. This can be done from the main [Expense Claims](#) page under the *My Expense Claim Forms* section.

Submit Claim

Save As Draft

The claim will show as submitted. There is nothing else that needs to be done. The Treasurer will need to review and approve.

#### Expense Claim Submission

The Expense Claim Form has been successfully **submitted**. To the right you can see what information was received by UNA.

If you need to submit receipts, or would simply like to keep a copy of the submitted form for your own records, please use the print button to the right.

This claim also appears on the [list of Expense Claims filed by the Local](#) if you need to reference it at a later date.

**Please note:** since you specified that you were Locally Funded for this claim, it has been sent to your Local Executive for approval. Once they approve the claim, it will automatically continue on to the UNA Finance department for processing.

To submit another claim, please select the type of funding

- [Local funding](#)
- [Provincial funding](#)
- [District funding](#)

See a mistake? You can [edit the claim](#) to make changes or corrections until it's been approved.

Print

Reject

Approve

#### Expense Claim 94792-1

Event Name	Local BBQ	Name	Tinker Bell Fairy (Filed by Local Exec)
Member ID	94792	Address	123 Sleepy Hallow Birch Tree AB TOK 359
Local	72	Home Phone	(780) 987-3214
Funding	Local 72	Work Phone	
Status	Submitted	Submitted	09/21/2017 11:22:13

Salary Replacement	7.75 hours (at \$34.97) on 09/06/2017	\$271.02
Breakfast	09/06/2017 at \$12.00	\$12.00
Kilometers	75 km between home and BBQ	\$37.88
Other	\$20.00 for parking	\$20.00
	<b>Total</b>	<b>\$340.90</b>

No receipts