

DISBURSEMENT VOUCHER

PAYROLL PERIOD ENDING _____

LOCAL UNION _____, UAW

NAME _____

STREET _____

SOCIAL SECURITY NO. _____

CITY _____ **STATE** _____ **ZIP** _____

CANADA – SOCIAL INS. NO. _____

	DATE	TIME		NO. OF HOURS		REASONS FOR CLAIM – GIVE FULL DETAILS FOR UNION BUSINESS AS TO PEOPLE, PURPOSE AND PLACE.
		FROM	TO	STRAIGHT	OVERTIME	
SUNDAY						
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
HOURLY RATE \$ _____ <small>(INCLUDE COLA IF ANY.)</small>		TOTAL				CODE L AMOUNT

GROSS LOST TIME OR WAGES	\$ _____
TAXABLE EXPENSE ALLOWANCES AND PER DIEM	\$ _____
TOTAL	\$ _____
DEDUCTIONS:	
Fed. Income Taxes	\$ _____
Soc. Sec. Taxes:	
- OASDI	_____
- HI	_____
State / Provincial Taxes	_____
Local Taxes	_____
Severance	_____
_____	_____
_____	_____
_____	_____
TOTAL DEDUCTIONS	\$ _____
NET INCOME	\$ _____
NON-TAXABLE PER DIEM	\$ _____
OTHER REIMBURSEMENTS	\$ _____
ACCOUNTS PAYABLE →	\$ _____
AMOUNT OF CHECK	\$ _____

I hereby certify that lost time hours claimed are in reimbursement for
ACTUAL TIME LOST FROM WORK.
"By definition, lost time is a reimbursement to a member – on a no-loss, no-gain basis – of earnings actually lost because of doing authorized work for the union."

Signature _____
MUST BE SIGNED BY CLAIMANT

Authorized By _____ **Date** _____

Approved By _____ **Date** _____
PRESIDENT

Approved By _____ **Date** _____
RECORDING SECRETARY

* Payment must not be made on voucher unless PRVIOUSLY AYTHORIZED.

Paid by Check No. _____ **Date** _____

NOTE
File vouchers in check number order. Attach all invoices and receipts.

LM-2 FILERS ONLY

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PAYROLL DISBURSEMENTS BY HOURS

Hours are the **actual hours worked** performing a service to the Local Union in your official capacity whether compensated or not.

For LM-2 purposes, the following classifications are considered payroll items:

Wages, Lost Time, Expense Allowances, Per Diem or **Reimbursements** of Travel, Supplies, Refreshments, etc.

REPRESENTATIONAL OR ORGANIZING ACTIVITIES	POLITICAL ACTIVITIES AND LOBBYING	CONTRIBUTIONS, GIFTS, AND GRANTS	GENERAL OVERHEAD	UNION ADMINISTRATION
HOURS	HOURS	HOURS	HOURS	HOURS

If the accounts payable amount cannot be applied to any of the classifications listed below, it is a functional expense and must be recorded on Form WS-3 (Functional Disbursement Itemization Worksheet) or WS-4 (Functional Disbursements Under \$5000 Worksheet).

BENEFITS	PER CAPITA TAX	STRIKE BENEFITS	FEES, FINES, ASSESSMENTS, ETC.	SUPPLIES FOR RESALE	PURCHASE OF INVESTMENTS AND FIXED ASSETS
\$	\$	\$	\$	\$	\$
LOANS MADE	REPAYMENT OF LOAN PRINCIPAL (NOT MORTGAGES)	TO AFFILIATES OF FUNDS COLLECTED ON THEIR BEHALF	ON BEHALF OF INDIVIDUAL MEMBERS	ALL DIRECT TAXES	ALL WITHHOLDING TAXES & PAYROLL DEDUCTIONS DISBURSED
\$	\$	NOT USED	\$	\$	\$