



San Antonio Alamo Area Local

American Postal Workers Union, AFL-CIO

13102 Lookout Run • San Antonio, Texas 78233 • Phone (210) 271-0853 • Fax (210) 224-6221

We Try To Be Letter Perfect For You

LWOP/REIMBURSEMENT EXPENSE VOUCHER

Date: _____

To: Jeffery E. Greenlee - Secretary Treasurer

From: _____

EID/SSN: _____

(SSN# Required if receiving pay for the first time)

Address: _____

Signature

Request payment of _____ hours LWOP for Union Activity

(if claiming LWOP a **SIGNED APPROVED** by the Supervisor PS 3971 **MUST** be attached)

Request payment of _____ Other Compensation (Level 6/Step C) for Union Activity

Date: _____ Time: _____ Place: _____

Your Postal Work Hours, BT: _____ ET: _____ SDOs: _____

Rate of Pay, Level: _____ Step: _____ PSE? Y N

Night Differential: _____ Sunday Premium: Y N (circle one)
(Hrs per night) (TOTAL Hrs claimed)

Purpose: _____

Date	Hours	Duties

I certify that any expenses and /or leave without pay and /or Administrative salary claimed on this voucher was incurred while performing duties in the name of, and for the benefit of, the San Antonio Alamo Area Local 0195. The information on this voucher is true and correct to the best of my knowledge.

(initial)

This section for office use

Purpose: _____

Authorized by: _____

Title: _____ Date : _____

CUI