WRITTEN REPORT for CONFERENCES and EDUCATION COURSES

CUPE Local 973

The CUPE Education policy states that members funded to participate in conferences or education courses are to provide a written report of the program they attended and must do so before being reimbursed for their expenses. Please complete this form and forward to the Recording Secretary. Also include it with your Expense Reimbursement and Mileage forms (if applicable) and forward to theTreasurer-Secretary, for processing.

Conference/Course Name:

Course Date:

Location:

Member Name: ☐ City ☐ County

Phone Number:

Email Address:

Summary Report:

Member Signature: _____ Date: _____