

# WRITTEN REPORT for CONFERENCES and EDUCATION COURSES

## CUPE Local 973

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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 Liz McGee, Recording Secretary. Also include it with your Expense Reimbursement and Mileage forms (if applicable) and forward to Kelly Patzer, Treasurer-Secretary, for processing.

**Conference / Course Name:**

**Course Date:**

**Location:**

**Member Name:**

City

County

Phone Number:

Email Address:

**Summary Report:**

**Member Signature:**

Date: \_\_\_\_\_