

**INTERDEPARTMENTAL  
MEMORANDUM**

**TO** Ms. Rands  
President  
A.U.C.E., Local #1

**FROM** Mr. J.F. McLean, Director of Personnel,  
Labour Relations and Ancillary  
Services.

November 1st 19 74.

Re: Letter of Agreement - Taxi Expenses  
Union Contract - A.U.C.E.

It has become necessary to arrange for a regular form of application for taxi fares. We have attached the form which is to be used for this purpose. We hope that this form is acceptable to your members.

  
J.F. McLean

JFM/js  
Attach.

THE UNIVERSITY OF BRITISH COLUMBIA

TAXI EXPENSE CLAIM FORM

Date of Application \_\_\_\_\_

Name \_\_\_\_\_ Payroll No. \_\_\_\_\_

Department \_\_\_\_\_

Division or Branch \_\_\_\_\_

Date on which Taxi was required \_\_\_\_\_

Time of departure \_\_\_\_\_

Time of arrival at destination \_\_\_\_\_

Address of destination \_\_\_\_\_

Cost of fare (Receipt attached) \_\_\_\_\_

Reason why it was necessary to use taxi \_\_\_\_\_

Signature(s) of person(s) making request \_\_\_\_\_

Confirmation of above information \_\_\_\_\_

Supervisor or Department Head

NOTE: Please obtain a receipt from the Taxi driver.