UBCP/ACTRA

Self-Tape Expense Claim Form

Member Information

Last Name	First Name	Member Number
Address		
City	Province	Postal Code
Phone Number	Email Address	

Claim Details

Expense Item (see below for allowable items)	Purchase Date	Claim Date	Claim Amount
(Maximum Reimbursement is $50 per Member)		**TOTAL**	

What can be claimed - Self-tape equipment – lights, tripod, camera, cords, mic, back drop, etc.

What can NOT be claimed - cell phone, ipad

Purchase Dates – **Equipment must be purchased between June 1st and October 31st, 2020**

Deadline – receipts MUST be submitted for reimbursement no later than November 15, 2020.

Email claim and receipts to Tracy.Petersen@ubcpactra.ca 604-689-0727 ext2226

Mail or drop off claims to the UBCP/ACTRA office 300-380 West 2nd Ave, Vancouver, BC V5Y 1C8

I understand that UBCP/ACTRA may check the accuracy of the information given in support of my claim.

I certify that all goods and services being claimed have been received by me. I certify that the information in this form is true and complete and does not contain a claim for any expense previously claimed.

I agree that a photocopy or electronic version of this authorization shall be as valid as the original.

Claimant Signature (required): _____ Date: _____

UBCP/ACTRA Authorization (required): _____ Date: _____

UBCP/ACTRA
T 604.689.0727 F. 604.689.1145 E. info@ubcpactra.ca
300-380 West 2nd Ave, Vancouver, BC V5Y1C8 www.ubcpactra.ca

MEMBER OF THE BC FEDERATION OF LABOUR AND THE MOTION PICTURE PRODUCTION INDUSTRY ASSOCIATION OF BC
AFFILIATED WITH THE CANADIAN LABOUR CONGRESS (CLC) AND THE INTERNATIONAL FEDERATION OF ACTORS (FIA)
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