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Healthy Members, Healthy Union, Healthy Communities

Memorandum

TO: SUN Locals
SUN District Councils
SUN Committees
SUN Board of Directors

CC: SUN Accounting Department

FROM: Denise Dick, First Vice-President

DATE: November 5, 2019

SUBJECT: Deadline for Submission of Expense Claim Forms

The conclusion of the 2019 accounting year is fast approaching.

In order to ensure that all expense claim forms for the 2019 financial year are processed and included in year-end reports, please submit any outstanding and anticipated expense claims forms by **December 13**.