

Grande Prairie and District Catholic Teachers’ Local 42

Beginner Teacher Conference Expense Claim Form

Please submit form to our interim Treasurer at

leeboylan@gpcsd.ca

**Please submit your claim within two weeks.**

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| **Name:** | **Date:** |
| **Location:** | **School:** |

**Travel:**

Grande Prairie: $300

Fairview - $350.64

Beaverlodge – $320.07

Sexsmith - $303.83

Spirit River - $330.83

**Travel cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Flat Rate)**

**Accommodations: Hotel: (Official hotel receipts required ATA rate)**

The maximum amount reimbursed for a hotel, **including taxes,** will be **$250\*** per night.

(Request ATA rate when booking)

**Accommodation Total: (**maximum of 2 nights**)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*This amount does not include room service, valet parking, incidentals, movie charges, etc**

**Private accommodations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** nights

(Please provide a dinner receipt or gift receipt to receive $40/night)

**Meals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (up to $150) (receipts required)

**Parking:** (Please submit receipts)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total of all expenses:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teacher signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- |
| **Date:** |
| **Approved by:** |
| **Cheque #:** |