

**ALBERNI DISTRICT TEACHERS' UNION
PROFESSIONAL DEVELOPMENT**

EXPENSE CLAIM
(Revised September 2008)

Name _____

Date _____

Address/School(s) _____

Telephone: _____

Details of Activity (Activity, Location, Date, etc.)

_____ @ _____ on (Date) _____

_____ @ _____ on (Date) _____

Cheque payable to: _____
(if other than applicant)

1.	<i>Claim actual expenses incurred</i>	Fees: (Max. \$300 Registration/PSA Membership) \$ _____	\$ _____
		Accommodation (Max. \$100 per night/per person) \$ _____	\$ _____
		<small>Meals Please do not claim for meals on days when you attend an organized event where meals are provided</small>	
2.	<i>Include all receipts except meals & mileage</i>	<i>breakfasts @ \$12 on (dates) _____</i>	\$ _____
		<i>lunches @ \$14 on (dates) _____</i>	\$ _____
		<i>dinners @ \$24 on (dates) _____</i>	\$ _____
		Mileage (km _____ x \$0.50)	\$ _____
		Ferry	\$ _____
		Other: _____	\$ _____
		_____	\$ _____
		Total:	\$ _____

Applicant's signature

PLEASE NOTE:

1. All personal applications must go through school Pro. D. Committee. Please submit as soon as possible after the Pro. D. activity.
2. Receipts (or copies) to be submitted to Pro. D. Chair.
3. Initial payout - \$100.00 (West Coast \$200.00 and TOCs \$50.00) Balance is reimbursed on a percent basis at year-end. TOC's do not qualify for the balance reimbursement. All claims must be in by the May deadline published each year by the Committee.

Category Approval

A. Initial Claim _____
(State school name)

Pro. D. Rep. Signature

B. Special Activities Account _____

LSA/School

LSA/School Chair Signature

Initial Amount to be paid:

APPROVED: Pro. D. Chair

EXPENSE LIMITS
ADTU Pro. D. Committee -

Initial payout for Alberni Valley claimants	\$ 100.00
Initial payout for West Coast and Bamfield claimants	\$ 200.00
Initial payout for Teachers' on Call (TOCs do not qualify for May Adjustment)	\$ 50.00
Total maximum claim for individual claimants (May adjustment)	\$ 500.00
Maximum total registration fee - receipt required	\$ 300.00
Accommodation (per person/per night) - receipt required	\$ 100.00
Meals (Breakfast \$12, Lunch \$14, Dinner \$24)	\$ \$50.00/day max
Travel (per kilometre) - receipt not required if only mileage	\$ 0.50

Guidelines for Kilometres (one way)

From Port Alberni to	Kilometres one way	At \$0.50per Km
Bamfield	95	\$47.50
Ucluelet	100	\$50.00
Tofino	125	\$62.50
Qualicum	40	\$20.00
Parksville	50	\$25.00
Nanaimo	80	\$40.00
Vancouver	105	\$52.50
Courtenay	105	\$52.50
Duncan	135	\$67.50
Campbell River	150	\$75.00
Victoria	195	\$97.50

ADTU

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