

**2025****ALBERNI DISTRICT TEACHERS' UNION****Professional Development - Individual Expense Claim**Email: office@adtu.ca

Name: _____ Date: _____

Worksite: _____ Worksite Telephone: _____

| Activity Location | Pro D Event | Date |
|-------------------|-------------|------|
| | | |
| | | |

Cheque Payable To: _____ (If other than applicant)

| | |
|--|----|
| CONFERENCE REGISTRATION/PSA MEMBERSHIPS (Receipts Required) | \$ |
| TRANSPORTATION | |
| Auto(km) _____ x \$0.72 <small>Enter Total Kms travelled</small> From _____ To _____ | \$ |
| Ferry From _____ To _____ | \$ |
| Other - Specify _____ | \$ |
| ACCOMMODATION | |
| \$ | |
| MEALS (Please do not claim for meals on days when you attend an organized event where meals are provided) | |
| # _____ breakfasts @ \$20.00 Dates: _____ | \$ |
| # _____ lunches @ \$25.00 Dates: _____ | \$ |
| # _____ dinners @ \$40.00 Dates: _____ | \$ |
| OTHER EXPENSES (Receipts & Details Required) | |
| \$ | |

Total Expenses \$ _____**PLEASE NOTE:**

- Initial payout is \$150.00 (West Coast & Bamfield is \$250.00); the balance is reimbursed on a percent basis at year-end
- All claims must be in by the May deadline published each year by the Committee
- Sharing of claims is not accepted
- All receipts must be submitted. Claims with missing receipts will not be processed. If payment was made in a foreign currency, proof of the total payment amount in Canadian Dollars must be provided.

PLEASE INCLUDE WITH YOUR CLAIM:

Confirmation of Registration for all out of town Pro-D events
Names of teachers you carpoled with: _____

Applicants Signature _____

Worksite Pro D Rep Signature _____

For ADTU Office Use Only

Approved for Payment: _____

Amount Requested \$ _____

Claim # _____

Pro D Chair Signature _____

Cheque Amount \$ _____

Cheque # _____

Cheque Date _____

EXPENSE LIMITS

| | |
|---|-------------|
| Initial Payout - Alberni Valley claimants | \$150.00 |
| Initial Payout - West Coast & Bamfield claimants | \$250.00 |
| Total Maximum Reimbursement - Alberni Valley claimants @ May Adjustment | \$600.00 |
| Total Maximum Reimbursement - West Coast claimants @ May Adjustment | \$700.00 |
| Maximum Total Registration Fee | \$300.00 |
| Meals (Breakfast \$20, Lunch \$25, Dinner \$40) | \$85.00/day |
| Travel (per kilometre) - receipt not required if only mileage | \$0.72/Km |

Mileage Guidelines (one way)

| From Port Alberni to: | Kilometres one way | At \$0.72/Km |
|-----------------------|-----------------------|--------------|
| Bamfield | 95 | \$68.40 |
| Ucluelet | 100 | \$72.00 |
| Tofino | 125 | \$90.00 |
| Qualicum | 40 | \$28.80 |
| Parksville | 50 | \$36.00 |
| Nanaimo | 80 | \$57.60 |
| Vancouver | 105 | \$75.60 |
| Courtenay | 105 | \$75.60 |
| Duncan | 135 | \$97.20 |
| Campbell River | 150 | \$108.00 |
| Victoria | 195 | \$140.40 |
| Whistler | 183 | \$131.76 |