

**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 Enter Total Kms travelled	\$
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 carpooled 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