

**2026****ALBERNI DISTRICT TEACHERS' UNION****Professional Development - Expense Claim**Email: office@adtu.ca

Name: _____ Date: _____

Worksite: _____ Worksite Telephone: _____

Activity Location	Pro D Event	Date

Cheque Payable To: _____

CONFERENCE REGISTRATION/PSA MEMBERSHIPS (Receipts Required)		\$
TRANSPORTATION		
Auto(km) _____ x \$0.73 <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)		
# _____ breakfast @ \$24.14	Dates: _____	\$
# _____ lunch @ \$23.29	Dates: _____	\$
# _____ dinner @ \$49.05	Dates: _____	\$
OTHER EXPENSES (Receipts & Details Required)		\$

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

- An initial payment will be processed upon receipt of the claim. Any remaining balance will be reimbursed on a pro-rated basis at year-end.
- All claims must be submitted by the May deadline published annually by the Committee.
- Receipts must be provided for all expenses. Claims without supporting receipts will not be processed.
- For expenses paid in a foreign currency, documentation showing the total amount paid in Canadian dollars must be submitted.

PLEASE INCLUDE WITH YOUR CLAIM:

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 Claim Guidance

2026

Mileage:	Driving reimbursement may be claimed at the current CRA per-kilometre rate. The current rate is \$0.73 per Km.
Parking:	Parking expenses may be claimed. Receipts are required for amounts over \$30.
Meals:	Meal reimbursements may be claimed up to the amounts indicated below. Meals provided at the event, meeting, or hotel may not be claimed.
Private Accommodation:	Members staying with a friend or relative may claim \$30 per night.

Expense Limits

Initial Claim - Alberni Valley Worksite	\$150
Initial Claim - Westcoast or Bamfield Worksite	\$250
Annual Maximum Reimbursement Amount - Alberni Valley Worksite	\$600
Annual Maximum Reimbursement Amount - West Coast or Bamfield Worksite	\$700
Meals: Breakfast - \$24.14; Lunch - \$23.29; Dinner - \$49.05	\$96.48/day

Driving Reimbursement Chart

From Port Alberni to:	Km, one way	One Way Rate	Km, Return Trip	Return Rate
Bamfield	95	\$69.35	190	\$138.70
Ucluelet	100	\$73.00	200	\$146.00
Tofino	125	\$91.25	250	\$182.50
Qualicum	40	\$29.20	80	\$58.40
Parksville	50	\$36.50	100	\$73.00
Nanaimo	80	\$58.40	160	\$116.80
Vancouver	105	\$76.65	210	\$153.30
Courtenay	105	\$76.65	210	\$153.30
Duncan	135	\$98.55	270	\$197.10
Campbell River	150	\$109.50	300	\$219.00
Victoria	195	\$142.35	390	\$284.70
Whistler	183	\$133.59	366	\$267.18