



ALBERNI DISTRICT TEACHERS' UNION

2025 ADTU - General Expense Claim

Email: office@adtu.ca

Name: _____ Date: _____

Worksite: _____ Worksite Telephone: _____

Purpose of Expenses: _____

Transportation				
Auto(km)	x \$0.72	From	To	<input type="checkbox"/> +return \$
Ferry (Receipts Required)		From	To	<input type="checkbox"/> +return \$
Other - Specify (Receipts Required)				\$
Accommodation (Receipts Required)				\$
Dependent Care (See Note below) Hours of Care _____ @ \$ _____				\$
Meals (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 \$ _____

Less Advances (\$ _____)

Amount Due \$ _____

Applicants Signature _____

Note: Members incurring Dependent Care expenses due to attendance at ADTU meetings, that would not otherwise have been incurred, may

For ADTU Office Use Only		
Approved for Payment - Signature _____		
Cheque Amount \$ _____	Cheque # _____	Cheque Date _____

claim expenses up to a maximum of \$18 per hour. Receipts containing the amount and the name and address of the caregiver are required

Expense Claim Guidance

2025

Mileage:	Driving reimbursement may be claimed at the current CRA per-kilometre rate. The current rate is \$0.72 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

Meals: Breakfast - \$20; Lunch - \$25; Dinner - \$40	\$85.00/day
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Driving Reimbursement Chart

From Port Alberni to:	Km, one way	One Way Rate	Km, Return Trip	Return Rate
Bamfield	95	\$68.40	190	\$136.80
Ucluelet	100	\$72.00	200	\$144.00
Tofino	125	\$90.00	250	\$180.00
Qualicum	40	\$28.80	80	\$57.60
Parksville	50	\$36.00	100	\$72.00
Nanaimo	80	\$57.60	160	\$115.20
Vancouver	105	\$75.60	210	\$151.20
Courtenay	105	\$75.60	210	\$151.20
Duncan	135	\$97.20	270	\$194.40
Campbell River	150	\$108.00	300	\$216.00
Victoria	195	\$140.40	390	\$280.80
Whistler	183	\$131.76	366	\$263.52