



ALBERNI DISTRICT TEACHERS' UNION

2026 ADTU - General Expense Claim

Email: office@adtu.ca

Name: _____ Date: _____

Worksite: _____ Worksite Telephone: _____

Purpose of Expenses: _____

Transportation					
Auto(km)	x \$0.73	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)					
# _____	breakfast @ \$24.14	Dates:			\$
# _____	lunch @ \$23.29	Dates:			\$
# _____	dinner @ \$49.05	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

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

Meals: Breakfast - \$24.14; Lunch - \$23.29; Dinner - \$49.05	\$96.48/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	\$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