



# ALBERNI DISTRICT TEACHERS' UNION

## 2026 ADTU - General Expense Claim

Email: [office@adtu.ca](mailto:office@adtu.ca)

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Worksite:** \_\_\_\_\_ **Worksite Telephone:** \_\_\_\_\_

**Purpose of Expenses:** \_\_\_\_\_

<b>Transportation</b>			
Auto(km)	x \$0.73	From	To
<input type="checkbox"/> +return		\$	
Ferry (Receipts Required)	From	To	<input type="checkbox"/> +return
			\$
<b>Accommodation</b> (Receipts Required)			
<b>Dependent Care</b> (See Note below) Hours of Care _____ @ \$ _____			
<b>Meals</b> (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:	\$
<b>Other Expenses</b> (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

<b>Mileage:</b>	Driving reimbursement may be claimed at the current CRA per-kilometre rate. The current rate is \$0.73 per Km.
<b>Parking:</b>	Parking expenses may be claimed. Receipts are required for amounts over \$30.
<b>Meals:</b>	Meal reimbursements may be claimed up to the amounts indicated below. Meals provided at the event, meeting, or hotel may not be claimed.
<b>Private Accommodation:</b>	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
---	-------------

## 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