A blue cross and yellow book

Description automatically generated with low confidence

Grande Prairie and District Catholic Teachers’ Local 42

Beginner Teacher Conference Expense Claim Form

Please submit form to our interim Treasurer at

[leeboylan@gpcsd.ca](mailto:leeboylan@gpcsd.ca)

**Please submit your claim within two weeks.**

|  |  |
| --- | --- |
| **Name:** | **Date:** |
| **Location:** | **School:** |

**Travel:**

Grande Prairie: $300

Fairview - $350.64

Beaverlodge – $320.07

Sexsmith - $303.83

Spirit River - $330.83

**Travel cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Flat Rate)**

**Accommodations: Hotel: (Official hotel receipts required ATA rate)**

The maximum amount reimbursed for a hotel, **including taxes,** will be **$250\*** per night.

(Request ATA rate when booking)

**Accommodation Total: (**maximum of 2 nights**)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*This amount does not include room service, valet parking, incidentals, movie charges, etc**

**Private accommodations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** nights

(Please provide a dinner receipt or gift receipt to receive $40/night)

**Meals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (up to $150) (receipts required)

**Parking:** (Please submit receipts)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total of all expenses:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teacher signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- |
| **Date:** |
| **Approved by:** |
| **Cheque #:** |