Grande Prairie & District

Catholic Teachers Local NO. 42

Submit to Ray O'Toole (Treasurer) at Mother Teresa School

gptreasurerlocal42@gmail.com

(Please submit receipts within 30 days)

Conference Claim Form

Date	
Name	
Position	**School**

Travel: _____km @ $0.58 /km

_____ or air fare (ticket stub required)

Travel cost:_____

Subsistence : (Not received for meals provided by conference)

_____ Breakfast up to $25 _____

_____ Lunches up to $35 _____

_____Dinner up to $45 _____

Subsistence cost:_____

Accommodations:

Hotel: (Official hotel receipts required ATA rate)

The maximum amount reimbursed for a hotel, **including taxes,** will be $220 per night. (Request ATA rate when booking)

Private accommodation: _____nights (please provide a dinner receipt or gift receipt)

Other: (Please specify) and attach receipts:

_____

_____

Total:_____

Conference allowance of $70 per conference (No receipt required) _____

Total of all expenses: _____

Teacher signature:_____

Date:
Approved by:
Cheque #