



Grande Prairie
Catholic Local 42

Grande Prairie & District

Catholic Teachers Local NO. 42

Submit to Treasurer at

gptreasurerlocal42@gmail.com

(Please submit receipts within 30 days)

Conference Claim Form

Date	
Name	
Position	School

Travel: _____ km @ \$0.65 /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 #: