



**Alberni District Teachers' Union
Professional Development
Individual Expense Claim
(Revised March 1, 2023)**

Name: _____

Date: _____

Worksite: _____

Worksite Telephone: _____

| Details of Activity | | |
|---------------------|-------------|---------|
| Location | Pro D Event | Date(s) |
| 1) | | |
| 2) | | |

Cheque payable to: _____ (If other than applicant)

| | | |
|--|---------------------|-------------------------------------|
| CONFERENCE REGISTRATION/PSA MEMBERSHIPS (MAX. \$300/ RECEIPTS REQUIRED) | | \$ |
| TRANSPORTATION | | |
| Automobile (km) _____ x \$0.68 | From _____ To _____ | <input type="checkbox"/> +return \$ |
| Ferry (Receipts Required) | From _____ To _____ | <input type="checkbox"/> +return \$ |
| Other - Specify _____ (Receipts) | | \$ |
| ACCOMMODATION (RECEIPTS REQUIRED) | | \$ |
| MEALS (Please do not claim for meals on days when you attend an organized event where meals are provided) | | |
| # _____ breakfasts @ \$20.00 on (dates) | | \$ |
| # _____ lunches @ \$25.00 on (dates) | | \$ |
| # _____ dinners @ \$40.00 on (dates) | | \$ |
| OTHER EXPENSES (receipts and details required) | | \$ |
| TOTAL EXPENSES | | \$ |

PLEASE NOTE:

Initial payout is \$150.00 (West Coast \$250.00). Balance is reimbursed on a percent basis at year-end. All claims must be in by the May deadline published each year by the Committee.

PLEASE INCLUDE WITH YOUR CLAIM:

- Confirmation of Registration for all out of town Pro-D events
- Names of teachers you carpoled with: _____

Reminder: All claims are individual claims - sharing of claims is not accepted.

Applicant's Signature: _____ Worksite Pro D Rep Signature: _____

| | |
|------------------------------------|---|
| ADTU Office Use Only | Approved for Payment Pro D Chair: _____ |
| Initial Amount To Be Paid \$ _____ | |
| Cheque Amount \$ _____ | Cheque # _____ Cheque Date _____ |

**EXPENSE LIMITS
Pro. D. Committee -**

| | |
|--|--------------------|
| Initial payout for Alberni Valley claimants | \$ 150.00 |
| Initial payout for West Coast and Bamfield claimants | \$ 250.00 |
| Total max. reimbursement for Alberni Valley claimants @ May Adjustment | \$ 600.00 |
| Total max. reimbursement for West Coast claimants @ May Adjustment | \$ 700.00 |
| Maximum total registration fee - receipt required | \$ 300.00 |
| Meals (Breakfast \$20, Lunch \$25, Dinner \$40) | \$ \$85.00/day max |
| Travel (per kilometre) - receipt not required if only mileage | \$ 0.68 |

Guidelines for Kilometres (one way)

| From Port Alberni to | Kilometres one way | At \$0.68 per Km |
|-----------------------------|---------------------------|-------------------------|
| Bamfield | 95 | \$64.60 |
| Ucluelet | 100 | \$68.00 |
| Tofino | 125 | \$85.00 |
| Qualicum | 40 | \$27.20 |
| Parksville | 50 | \$34.00 |
| Nanaimo | 80 | \$54.40 |
| Vancouver | 105 | \$71.40 |
| Courtenay | 105 | \$71.40 |
| Duncan | 135 | \$91.80 |
| Campbell River | 150 | \$102.00 |
| Victoria | 195 | \$132.60 |
| Whistler | 183 | \$124.44 |