



# ALBERNI DISTRICT TEACHERS' UNION

## Professional Development - Individual Expense Claim

Email: [adtu@shawcable.com](mailto:adtu@shawcable.com)

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

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

Activity Location	Pro D Event	Date

Cheque Payable To: \_\_\_\_\_ (If other than applicant)

<b>CONFERENCE REGISTRATION/PSA MEMBERSHIPS</b> (Receipts Required)	\$
<b>TRANSPORTATION</b>	
Auto(km) _____ x \$0.70 <small>Enter Total Kms travelled</small> From _____ To _____	\$
Ferry From _____ To _____	\$
Other - Specify _____	\$
<b>ACCOMMODATION</b>	
<b>MEALS</b> (Please do not claim for meals on days when you attend an organized event where meals are provided)	
# _____ breakfasts @ \$20.00 Dates: _____	\$
# _____ lunches @ \$25.00 Dates: _____	\$
# _____ dinners @ \$40.00 Dates: _____	\$
<b>OTHER EXPENSES</b> (Receipts & Details Required)	
	\$

**Total Expenses** \$ \_\_\_\_\_

**PLEASE NOTE:**

- Initial payout is \$150.00 (West Coast & Bamfield is \$250.00); the 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
- Sharing of claims is not accepted
- All receipts must be submitted. Claims with missing receipts will not be processed. If payment was made in a foreign currency, proof of the total payment amount in Canadian Dollars must be provided.

**PLEASE INCLUDE WITH YOUR CLAIM:**

Confirmation of Registration for all out of town Pro-D events  
Names of teachers you carpooled with: \_\_\_\_\_

Applicants Signature \_\_\_\_\_

Worksite Pro D Rep Signature \_\_\_\_\_

**For ADTU Office Use Only**

Approved for Payment: \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_

Claim # \_\_\_\_\_

Pro D Chair Signature \_\_\_\_\_

Cheque Amount \$ \_\_\_\_\_

Cheque # \_\_\_\_\_

Cheque Date \_\_\_\_\_

## EXPENSE LIMITS

Initial Payout - Alberni Valley claimants	\$150.00
Initial Payout - West Coast & Bamfield claimants	\$250.00
Total Maximum Reimbursement - Alberni Valley claimants @ May Adjustment	\$600.00
Total Maximum Reimbursement - West Coast claimants @ May Adjustment	\$700.00
Maximum Total Registration Fee	\$300.00
Meals (Breakfast \$20, Lunch \$25, Dinner \$40)	\$85.00/day
Travel (per kilometre) - receipt not required if only mileage	\$0.70/Km

### Mileage Guidelines (one way)

From Port Alberni to:	Kilometres one way	At \$0.70/Km
Bamfield	95	\$66.50
Ucluelet	100	\$70.00
Tofino	125	\$87.50
Qualicum	40	\$28.00
Parksville	50	\$35.00
Nanaimo	80	\$56.00
Vancouver	105	\$73.50
Courtenay	105	\$73.50
Duncan	135	\$94.50
Campbell River	150	\$105.00
Victoria	195	\$136.50
Whistler	183	\$128.10