



ALBERNI DISTRICT TEACHERS' UNION

Professional Development - Individual Expense Claim

Email: adtu@shawcable.com

Name: _____ Date: _____

Worksite: _____ Worksite Telephone: _____

Activity Location	Pro D Event	Date

Cheque Payable To: _____ (If other than applicant)

CONFERENCE REGISTRATION/PSA MEMBERSHIPS (Receipts Required)		\$
TRANSPORTATION		
Auto(km) _____ x \$0.70	From _____ To _____	<input type="checkbox"/> +return \$
Ferry (Receipts Required)	From _____ To _____	<input type="checkbox"/> +return \$
Other - Specify _____ (Receipts Required)		\$
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	Dates: _____ \$
# _____	lunches @ \$25.00	Dates: _____ \$
# _____	dinners @ \$40.00	Dates: _____ \$
OTHER EXPENSES (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