



**Alberni District Teachers' Union  
Professional Development  
Individual Expense Claim  
(Revised September 2018)**

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

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

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

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

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

Cheque payable to: \_\_\_\_\_ (If other than applicant)

<b>CONFERENCE REGISTRATION/PSA MEMBERSHIPS</b> (MAX. \$300/ RECEIPTS REQUIRED)		\$
<b>TRANSPORTATION</b>		
Automobile (km) _____ x \$0.54	From _____ To _____	<input type="checkbox"/> +return \$
Ferry (Receipts Required)	From _____ To _____	<input type="checkbox"/> +return \$
Other - Specify _____ (Receipts)		\$
<b>ACCOMMODATION</b> (RECEIPTS REQUIRED)		\$
<b>MEALS</b> (Please do not claim for meals on days when you attend an organized event where meals are provided)		
# _____ breakfasts @ \$14.00 on (dates)		\$
# _____ lunches @ \$16.00 on (dates)		\$
# _____ dinners @ \$26.00 on (dates)		\$
<b>OTHER EXPENSES</b> (receipts and details required)		\$
<b>TOTAL EXPENSES</b>		\$

**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 travelled 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 \$14, Lunch \$16, Dinner \$26)	\$ \$56.00/day max
Travel (per kilometre) - receipt not required if only mileage	\$ 0.54

**Guidelines for Kilometres ( one way )**

<b>From Port Alberni to</b>	<b>Kilometres one way</b>	<b>At \$0.54 per Km</b>
Bamfield	95	\$51.30
Ucluelet	100	\$54.00
Tofino	125	\$67.50
Qualicum	40	\$21.60
Parksville	50	\$27.00
Nanaimo	80	\$43.20
Vancouver	105	\$56.70
Courtenay	105	\$56.70
Duncan	135	\$72.90
Campbell River	150	\$81.00
Victoria	195	\$105.30
Whistler	183	\$98.82