



ALBERNI DISTRICT TEACHERS' UNION

2024 ADTU - General Expense Claim

Email: adtu@shawcable.com

Name: _____ Date: _____

Worksite: _____ Worksite Telephone: _____

Purpose of Expenses: _____

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)				\$
Dependent Care (See Note below) Hours of Care _____ @ \$ _____				\$
Meals (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 \$ _____

Less Advances (\$ _____)

Amount Due \$ _____

Applicants Signature _____

Note: Members incurring Dependent Care expenses due to attendance at ADTU meetings, that would not otherwise have been incurred, may claim expenses up to a maximum of \$18 per hour. Receipts containing the amount and the name and address of the caregiver are required

For ADTU Office Use Only		
_____ Approved for Payment - Signature		
Cheque Amount \$ _____	Cheque # _____	Cheque Date _____

EXPENSE LIMITS

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