

Pembina Hills Local 22

Professional Development Expense
Out of Province Conference
Claim Form 2019 - 2020

Name: _____

Address: _____

Eligibility: _____
Once every three years.

Postal Code: _____

Conference Attended: _____

Location: _____

Excluding mileage, receipts are required for all expenses.

Maximum Claim is \$750.00

Eligible Expenses

Amount

- Registration fee \$ _____
 - Accommodation \$ _____
 - Subsistence/meals (\$30 half day, \$60 full day) \$ _____
 - Parking \$ _____
 - Other: _____ \$ _____
 - Travel: Total km x \$0.53 – based on MapQuest distance from home or school location (the closer) to event location (return) \$ _____
- Home location _____ Event location _____

TOTAL..... \$ _____

Signature: _____ **Date:** _____

Approved by PD Committee	<input type="checkbox"/>	<input type="checkbox"/>	Signature: _____ Date: _____
Yes	No		

