

Professional Development Expense Claim Form

Alberta Teachers Association – Greater Peace Local No. 13

Submit this form to the TREASURER – christine.grzanich-campbell@hfcrd.ab.ca within 30 days of PD Activity

Teacher: _____ School: _____ HFCRD PRSD

Email: _____ Phone: _____

Home Mailing Address: _____

(Street / PO Box) (Town) (Province) (Postal Code)

Location: _____ Date of Activity: _____

Expenses will be paid by Greater Peace Local No. 13 to a maximum of \$750 for the 2023-2024 school year. Expenses need to be submitted within 30 days after attending the conference. An application must be submitted before the conference. Failure to follow these guidelines may result in no reimbursement paid; OR reimbursement may be paid at the end of June *only if PD funds remain*. Please note PD expenses will only be paid for out-of-pocket expenses **with receipts**. This includes gas receipts.

CONFERENCE REGISTRATION / RECEIPT MUST BE ATTACHED EVEN IF EXPENSE IS NOT BEING CLAIMED

Conference Registration Cost - _____

Travel Costs – (airfare or gas receipts required) _____

Hotel / Motel (Max \$125/night, receipts required) _____

A gift in lieu for staying at a private residence may be given to a maximum of \$50, Receipt with signature from recipient must be attached.

Meals (receipts required, Max \$80/day) _____

Other Expenses (receipts required) _____

TOTAL EXPENSES

Agreement:

I certify that all the expenses claimed are legitimate out-of-pocket costs related to the above activity.

Teacher's Signature Date

Please submit this form to the TREASURER – christine.grzanich-campbell@hfcrd.ab.ca

Within 30 days of Professional Development Activity

Date received by Treasurer: _____ Approved for Payment: _____

Cheque Number: _____ Total Reimbursement: _____