

Mighty Peace Teachers' Convention Expense Claim Form

Peace River School Division

Alberta Teachers Association – Greater Peace Local No. 13

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

Teacher: _____ School: _____ PRSD

Email: _____ Phone: _____

Home Mailing Address: _____
(Street / PO Box) (Town) (Province) (Postal Code)

Expenses will be paid by Greater Peace Local No. 13 to a maximum of \$200 for the 2024 MPTC. Expenses need to be submitted within 30 days after attending convention.

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.

EXPENSE RECEIPTS MUST BE ATTACHED

Travel Costs – (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: _____