ATA Local #80 BTC Expense Claim Form 2022

Beginning Teachers Conference

Note: A copy of your registration information must accompany this form. No reimbursement will be given without it.

Name of member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of Function: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Function: FantasyLand Hotel Edmonton

Meals: No receipts required.

Date: \_\_\_\_\_\_\_\_\_\_\_ Supper $30 Date: \_\_\_\_\_\_\_\_\_\_\_ Supper $30 Total meals: \_\_\_\_\_\_\_\_

Transportation: Use Google Maps to calculate the distance from your house to the conference

Did you drive? Yes / No

If yes, Did an ATA member(s) ride with you? Yes/No

If yes, state name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If no, who did you drive with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Car from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total km \_\_\_\_\_\_\_\_ @ $0.58/km........................................................ **Total for transportation:** \_\_\_\_\_\_\_\_\_

Accommodations: The amount negotiated by Barnett House at the suggested hotel for the event or the equivalent amount at a hotel of the member’s choosing. Receipt must be included.

Total........................................................................... Accommodations Total: \_\_\_\_\_\_\_\_\_

Total of All Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Make Cheque payable to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Send Cheque to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Use inter-school mail when possible)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cheque Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All Claims must be signed

Return Claim Form and all necessary receipts to Sandy Ashcroft @ St. Teresa of Avila

Revised September 2017