

ATA Local #80 BTC Expense Claim Form 2016

ATA Event Expenses - - Name of ATA Function: **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: **Edmonton or Calgary**

Meals: No receipts required.

Date: _____ Supper \$30

Date: _____ Supper \$30

Total meals: _____

Transportation: The distances to follow Provincial Mileage guidelines

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 _____ @ \$0.53/km.....

Total 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 and event information must be included.**

Total.....

Accommodations Total: _____

Non-Commercial Accommodation- Max \$50/night/member.....

Receipt must be included.

Substitute Pay: Note: The local does not cover the cost for BTC or LEA- The school covers the sub cost.

Total of All Expenses: _____

Make Cheque payable to: _____

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

Signature: _____

Cheque Number: _____