

# Q.P.A.T. CONVENTION 2017

## WQSB/WQTA TEACHER PIC EXPENSE FORM – Region 7

### MAIL to:

Western Quebec Teachers' Association  
50, Noël Street, #4, Gatineau, Qc. J8Z 2M4  
Tel.: (819) 777-1475 / Fax: (819) 777-0016 / E-mail: wqta-aeoq@videotron.ca

<b>*DIRECT DEPOSIT REQUEST* I, _____, request direct deposit, as per my biweekly salary instalments, of this expense reimbursement.</b>																			
<b>** Valid e-mail for notification: _____</b>																			
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<b>*** Home address: _____</b>																			
_____		_____																	
(signature)		(date)																	

**\*NOTE:** The deadline for submission of expense claims for Convention activities is JANUARY 26, 2018.

### PLEASE PRINT

Name: \_\_\_\_\_ School: \_\_\_\_\_

Home Address: \_\_\_\_\_  
No. Street City

Province

Postal Code

Telephone

### Expenses:

#### 1. Pre-convention – November 23, 2017

- Registration (\$100.00) (Receipt required) \_\_\_\_\_
- Accommodation (\$200.00 max.) (Receipt required) \_\_\_\_\_
- Meals (\$30.00 max.) (Receipt required) \_\_\_\_\_

**\$330 MAX.** (Registration, travel, hotel, and meal **original receipts required**) sub-total: \_\_\_\_\_

#### 2. Convention – November 23/24, 2017

- Registration: NAME TAG IS REQUIRED
- Meals: \$100.00 max. (Meal original receipts required)
- Travel: \$150.00 max.

A gas receipt from the Montreal region (any amount is acceptable)  
or a Montreal region hotel parking receipt  
or a bus or train receipt

- Parking: \$20/day if applicable

**\$490 MAX.** (Registration, travel, hotel, and meal **original receipts required**) sub-total: \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

**NOTE:** Expense claim forms must be submitted by January 26, 2018. MAIL this form with ORIGINAL receipts to the W.Q.T.A. office at 50 Noël St., suite #4, Gatineau, Qc. J8Z 2M4.