

Completing Your PIC Expense Claim

- A. **Print** your NAME and the NAME OF THE SCHOOL on your claim.
- B. **Print** the NAME, DATE, and LOCATION of the WORKSHOP or CONFERENCE.
- C. **Print** BANK INFORMATION in boxes, E-MAIL ADDRESS and HOME ADDRESS.

D. EXPENSES

Please keep in mind, you are only eligible for reimbursement of expenses that have been previously approved and for which you provide **original receipts** as indicated.

1. **Registration:** Fill in the dollar amount of the registration or service fee. **Receipt required.**
2. **Accommodation:** The maximum amount that can be claimed for hotel accommodation is \$200/night. **Receipt** required. The maximum amount that can be claimed for hostess fee is \$50/night. The **name and address of your hostess** must be attached to your claim.
3. **Transportation:** The amount that can be claimed for travel from Gatineau to Montreal is \$150; from Gatineau to Quebec City is \$250; and from Gatineau to Toronto is \$250. For travel by bus, plane, or train the **ticket receipt** must be attached to your claim.

Teachers living in the areas of Campbell's Bay, Shawville, and Kazabazua, and Poltimore (West only) are entitled to an additional travel supplement of \$65. (No receipts)

Teachers living in the area of Namur are entitled to an additional \$90 when travelling to Gatineau/Ottawa or points West thereof. (No receipts)

4. **Parking:** The maximum amount allowable is \$20/day. **Receipt(s) required.**
5. **Taxi(s):** The maximum amount allowable per trip is \$25. The maximum allowable per workshop is \$50. **Receipt(s) required.**
6. **Meals:** The maximum allowable amounts are: **Breakfast \$15**; Lunch \$15; and **Dinner \$35**. **Receipt(s) required.**
7. **Substitution:** The cost of teacher substitution is \$234.27 per day.

Your Expense Claim with all necessary receipts attached should be mailed to:
(Ensure sufficient postage amounts on the envelope)

Western Quebec Teachers Association
Suite 4, 50 Noël Street
Gatineau, QC
J8Z 2M4