2017-2018 WQSB/WQTA TEACHER PIC EXPENSE FORM

Name: So	chool:	
Name, date and location of activity:		
DIRECT DEPOSIT REQUEST I,, rule biweekly salary instalments, of this expense reimbursements	equest direct deposi t.	t, as per my
** Valid e-mail for notification:		
BANK BRANCH	ACCOUNT	
*** Home address:		
(signature)	(date)	
EXPENSES		in CDN funds
1. Registration *		\$
2. Accommodation *		
a) Hotel \$ /night x nights	=	\$
b) Hostess fee \$ /night x nights	=	\$
3. Transportation *		
a) Public (Bus/Train/Plane)		\$
b) Car c) Namur Supplement (West only) \$90		\$ \$
d) Pontiac Supplement (West only) \$55		\$
e) Destinations in excess of 700 km and		\$
previously approved		
from to		
total km (roundtrip) km x .47	=	\$
4. Parking * \$ /day x days	=	\$
5. Taxi(s) *		\$
6. Meals *		
Breakfast(s) x	=	\$
Lunch(es) x	=	\$
Dinner(s) x	=	\$
7. Substitution		
\$234.27 x days	=	\$
	TOTAL	\$

For prompt reimbursement, please submit your expense form and original receipts to the WQTA within 30 days of the date the expenses were incurred.

Completing Your PIC Expense Claim

- **A. <u>Print</u> your NAME and the NAME OF THE SCHOOL on your claim.</u>**
- **B. <u>Print</u> the NAME, DATE, and LOCATION of the WORKSHOP or CONFERENCE.</u>**
- C. <u>Print</u> 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 <u>previously approved</u> and for which you provide **<u>original receipts</u>** as indicated.

- 1. **Registration:** Fill in the dollar amount of the registration or service fee. **Receipt required**.
- Accommodation: The maximum amount that can be claimed for hotel accommodation is \$200/night. <u>Receipt</u> required. The maximum amount that can be claimed for hostess fee is \$50/night. The <u>name and address</u> <u>of your hostess</u> must be attached to your claim.
- 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 <u>ticket</u> <u>receipt</u> 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. <u>Receipt(s)</u> <u>required</u>.
- 5. **Taxi(s):** The maximum amount allowable per trip is \$25. The maximum allowable per workshop is \$50. **<u>Receipt(s) required</u>**.
- Meals: The maximum allowable amounts are: Breakfast \$15; Lunch \$15; and Dinner \$35. <u>Receipt(s) required</u>.
- 7. **Substitution:** The cost of teacher substitution is \$234.27 per day.

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

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