Please scan this form and receipts and forward via email to [accounting@ataloc55.ab.ca](mailto:accounting@ataloc55.ab.ca) for processing.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** |  | | **School/Worksite**  **(or home address if on leave):** | |  |
| **Home Phone:** |  | | **Local Committee:** | |  |
| **Local or Provincial Work (eg Committee Meeting, CBC Conf, LCO Mtg Etc):** | 2023 ATA SUMMER CONFERENCE | | **Local or Provincial Work Location:** | | BANFF, ALBERTA |
| **Dates:** | From: | To: | | Did you carpool?: Y/N       If so, with whom: | |

***Expenses:***

Note: All requests for reimbursement must be accompanied by original detailed and dated receipts.

**Please see breakdown on Page 2 of Approved Expenses**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date:** | | Explanation/Details: | MONDAY  23-08-14 | TUESDAY  23-08-15 | WED  23-08-16 | THURSDAY  23-08-17 | FRIDAY  23-08-18 | Total Amount | **Office Use Only** |
| Kilometrage (Please remember - only the driver/car owner may claim kilometrage) | | From City:  To City:  To City: | Total Kilometers Roundtrip:       @.68  Please calculate kilometrage using Provincial Kilometrage Chart found here:  <https://docs.google.com/spreadsheets/d/1fiY2ic-C5dNiGZUHu-CNIXTdWFWzUK_JuTVSeVqD77M/edit?usp=sharing> | | | | |  |  |
| Transportation  Other  (Uber/Vehicle Rental, Parking etc.) | | (Rental Car/Bus/Train Company etc.) |  |  |  |  |  |  |  |
| Accommodations | | (Hotel /Motel Name) |  |  |  |  |  |  |  |
| Meals & Food | | You are welcome to claim for meals not covered by the conference to the maximum (with receipts) as laid out on Page 2  . |  |  |  |  |  |  |  |
| Other Exp: | | Park Pass |  |  |  |  |  |  |  |
| Other Exp: | | (Please Explain) |  |  |  |  |  |  |  |
|  | **Sub-Total** | | | | | | |  |  |
|  | **Minus Funds from Other Sources** | | | | | | | ( 0.00 ) |  |
|  | **Total Expenses Requested** | | | | | | |  |  |

|  |  |
| --- | --- |
| **This is to certify that the above funding claims are true and reflect accurate expenses incurred by myself to attended the work on behalf of ata local 55.** | |
| DATE: |  |
| SIGNATURE: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2023 Summer Conference - Expense Reimbursement | | | |  |  |
|  |  |  |  |  |  |
| Banff Centre | | | | | |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Accommodations | | | | | |
| Single Occupancy This is based on single occupancy at Lloyd Hall (1 Queen) or PD Centre (1 King). Larger Rooms at PD Centre are approx. $325.00 per night (2 Queen Beds) with the difference in cost to be borne by delegate. | $295.00 | $295.00 | $295.00 | $295.00 | - |
| Food Expenses  (must have original receipts) | | | | | |
| Breakfast | - | Included | Included | Included | Included |
| Lunch | - | Included | Included | Included | $30.00 |
| Dinner | $50.00 | $50.00 | Included for delegates.  Provided by Local | $50.00 | - |
| Park Pass - if driving  $10.50 per day per delegate per car | | | | | |
| Travel  Kilometrage is paid @.68km or with original receipts for other modes of transport eg. Bus | | | | | |
| Other Approved Expenses - with receipts | | | | | |

The ATA Summer Conference Information Bulletin can be found at the link below. It includes the proposed schedule, the leisure activities planned and a variety of FAQs.

<https://teachers.ab.ca/events/annual-ata-summer-conference>

Please reach out to the President (Allison McCaffrey) if you are planning in staying off-campus for the breakdown of approved expenses.

Please reach out (403) 265-2678 if you have any questions not answered in the information bulletin.