Please scan this form and receipts and forward via email to 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: | MONDAY23-08-14 | TUESDAY23-08-15 | WED23-08-16 | THURSDAY23-08-17 | FRIDAY23-08-18 | 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:       @.68Please calculate kilometrage using Provincial Kilometrage Chart found here: <https://docs.google.com/spreadsheets/d/1fiY2ic-C5dNiGZUHu-CNIXTdWFWzUK_JuTVSeVqD77M/edit?usp=sharing>  |       |  |
| TransportationOther (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 |
| TravelKilometrage 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.