



BOARD/SOTA PROFESSIONAL DEVELOPMENT FUND CONFERENCE EXPENSE REPORT for TEACHING STAFF



Name: _____ School: _____

Conference Title: _____

Conference Location: _____

Dates of Conference: _____

ADVANCE (Payments made by School Division):

Canadian \$

Total Advance = \$ _____ (A)

EXPENSES: For your individual expenses:

Registration: _____ x ^{U.S. Exchange} _____ = _____

Air Fare: _____ = _____

Hotel: _____ x ^{# of days} _____ x ^{Rate} _____ x ^{U.S. Exchange} _____ = _____

All Other Expenses: _____ x ^{# of days} _____ x ^{Per Diem Rate} _____ x ^{U.S. Exchange} _____ = _____
(effective July 1/09)

Total Expenses = \$ _____ (B)

SUMMARY:

Total Expenses Claimed (B) \$ _____

Less Advance Received (A) \$ _____

Refund to School Division \$ _____

OR Additional Amount Requested \$ _____

Signature of Attendee

Date

FOR OFFICE USE ONLY:

Conference Report Received

Reviewed by Superintendent

Canadian Funds Advance:

G.S.T. on Advance (Advance x 7/107) \$ _____

Advance before G.S.T. \$ _____

Total \$ _____

Reviewed by Professional Issues Chairperson

U.S. Funds Advance:

Advance \$ _____ U.S. Exch. _____ = \$ _____

Reviewed by Secretary-Treasurer

Total Advance in Canadian Funds = \$ _____