



BOARD/SOTA PROFESSIONAL DEVELOPMENT FUND

IN-PROVINCE (RURAL)



CONFERENCE EXPENSE REPORT for TEACHING STAFF

Name: _____ School: _____

Conference Title: _____

Conference Location: _____

Dates of Conference: _____

ADVANCE (Payments made by School Division):

In Canadian \$

_____ Total Advance = \$ _____ (A)

EXPENSES: *Your individual* expenses:

U.S. Exchange

Registration: _____ x _____ = _____
(Conference receipt must be attached.)

of days Rate U.S. Exchange

Hotel: _____ x _____ x _____ = _____

Transportation (Receipts required for fuel): _____

Meals (Receipts required to the following maximums):

- Breakfast (max. \$10 per day) = _____
- Lunch (max. \$20 per day) = _____
- Dinner (max. \$30 per day) = _____

TOTAL MEALS (attach receipts) = _____

Total Expenses = \$ _____ (B)

SUMMARY: Total Expenses Claimed (B) \$ _____

Less Advance Received (A) \$ _____

Refund to School Division \$ _____

OR Additional Amount Requested \$ _____

sub days used: _____

Signature of Attendee

Date

FOR OFFICE USE ONLY: Charge to: 9.630.656.003.000.653

Canadian Funds Advance:

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

Reviewed by Superintendent

U.S. Funds Advance:

Advance \$ _____ U.S. Exch. _____ = \$ _____
 Total Advance in Canadian Funds = \$ _____

Reviewed by Professional Issues Chairperson

Reviewed by Secretary-Treasurer