



BOARD/SOTA PROFESSIONAL DEVELOPMENT FUND



OUT-OF-PROVINCE

CONFERENCE EXPENSE REPORT for TEACHING STAFF

Name: _____ School: _____

Conference Title: _____

Conference Location: _____

Dates of Conference: _____

ADVANCE (Payments rec'd from SOSD and/or external sources): Canadian \$

_____ = \$ _____ (A)

EXPENSES: For *your individual* expenses (attach **ALL receipts**, credit card statements are **NOT** considered a receipt):

U.S. Exchange

Registration: _____ X _____ = _____

Ground Transportation: _____ X _____ = _____

Air Fare: _____ = _____

of days Rate U.S. Exchange

Hotel: _____ x _____ x _____ = _____

All Other Expenses: # of days Per Diem Rate U.S. Exchange

(receipts not required) _____ x \$75.00/day x _____ = _____

Total Expenses (in Canadian \$) = \$ _____ (B)

SUMMARY:

Total Expenses Claimed (B) \$ _____ (max.\$2750)

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: 9.630.656.003.000.651

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 = \$ _____