



# 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 <sup>U.S. Exchange</sup> \_\_\_\_\_ = \_\_\_\_\_

Air Fare: \_\_\_\_\_ = \_\_\_\_\_

Hotel: \_\_\_\_\_ x <sup># of days</sup> \_\_\_\_\_ x <sup>Rate</sup> \_\_\_\_\_ x <sup>U.S. Exchange</sup> \_\_\_\_\_ = \_\_\_\_\_

All Other Expenses: \_\_\_\_\_ x <sup># of days</sup> \_\_\_\_\_ x <sup>Per Diem Rate</sup> \_\_\_\_\_ x <sup>U.S. Exchange</sup> \_\_\_\_\_ = \_\_\_\_\_  
(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 = \$ \_\_\_\_\_