



BOARD/SOTA PROFESSIONAL DEVELOPMENT FUND 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 \$

Total Advance = \$ _____ (A)

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

		U.S. Exchange			
Registration:	_____	x _____	=	_____	
Air Fare:	_____				= _____
	# of days	Rate	U.S. Exchange		
Hotel:	_____	x _____	x _____	=	_____
All Other Expenses:	# of days	Per Diem Rate	U.S. Exchange		
	_____ x \$75.00/day x _____		=	_____	
	<small>(receipts not required)</small>				
				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: Charge to: 9.630.656.003.000. _____

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 = \$ _____