



Local 37 of The Alberta Teachers' Association

LOCAL COMMITTEE EXPENSE REPORT

NAME _____

Activity _____ **Date(s)** _____

All expenses must be listed in Canadian dollars. Expenses paid in another currency must be accompanied by documentation indicating the exchange rate. **Amount Claimed**

Registration _____

Accommodation

Hotel _____

Transportation

Car (Rate – 65¢ per km) Total Kilometers
From _____ to _____ to _____ _____

Vehicle Rental _____

Rental Vehicle fuel _____

Air _____

Taxi/Shuttle..... _____

Parking _____

Subsistence (maximum of \$47/day CAD without receipts)

Breakfast _____

Lunch _____

Dinner _____

Other (Specify) _____

TOTAL CLAIM _____

I confirm that the information provided above is true and accurate and that the expenses claimed are for an activity approved by the committee.

Signature _____ Print Name _____

Attach applicable receipts and submit the original of this form. The personal information collected on this form will be used and disclosed solely for the purpose of processing this expense claim and is collected under the authority of the School Act and the Alberta Freedom of Information and Protect of Privacy Act for the purpose(s) above. If you have any questions about this form please call 780-455-2164.