

VANCOUVER ISLAND WEST TEACHERS UNION PRO-D EXPENSE CLAIM

Teacher _____
 Name of Activity _____
 Activity Location _____

Teacher's School _____
 Activity Date(s) _____

Registration Fee \$ _____

Travel From _____ To _____

Mileage (paved) _____ km x 0.40 =	\$	_____
(unpaved) _____ km x 0.45 =	\$	_____
Ferry (attach receipts)	\$	_____
Plane (attach receipts)	\$	_____
Water Taxi (attach receipts)	\$	_____
Other (attach receipts)	\$	_____
Travel Total		\$ _____

Accommodation

Hotel (attach receipts)	\$	_____
Hostess Gift (in lieu of hotel) \$25 maximum	\$	_____
Meals		
Breakfast _____ x \$12 (with receipt) or \$8 (no receipt)	\$	_____
Lunch _____ x \$15 (with receipt) or \$10 (no receipt)	\$	_____
Dinner _____ x \$25 (with receipt) or \$15 (no receipt)	\$	_____
Accommodation Total		\$ _____

TOTAL EXPENSES \$ _____

TOC This expense will be deducted from your personal pro-d funds. **PLEASE ATTACH A TOC CLAIM FORM.**

Name _____ Date(s) _____
 Qualified (\$233.45) _____ Unqualified (\$86.27) _____

Teacher Signature _____ Date _____
 School Pro-D Rep signature _____ Date _____
 Total pay-out approved \$ _____ to _____
 Pro-D Treasurer signature _____ Date _____