

# VANCOUVER ISLAND WEST TEACHERS UNION

## Summer Institute *ESTIMATED* Expense Claim

Teacher \_\_\_\_\_ School \_\_\_\_\_

Conference \_\_\_\_\_

Conference Location \_\_\_\_\_ Conference Date(s) \_\_\_\_\_

Registration Fee: (attach photocopy of reg. form) \$ \_\_\_\_\_

Est. Travel Costs: (include mileage @.40/km on paved and  
.45/km on unpaved , boat, ferry ,plane, etc) \$ \_\_\_\_\_

Est. Meals (breakfast- \$8, lunch- \$10, dinner- \$15) \$ \_\_\_\_\_

Est. Accommodation \$ \_\_\_\_\_

**Estimated Total** \$ \_\_\_\_\_

**Allowable Claim** (to be entered by the school Pro-D rep) \$ \_\_\_\_\_

\_\_\_\_\_  
Teacher's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Pro-D Rep signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Pro-D Treasurer signature

\_\_\_\_\_  
Date