

REQUEST FOR LOCAL RELEASED OFFICER REPLACEMENT COSTS

Under Procedure 10.1.50 (refer to reverse side for details regarding BCTF committees, work groups, and related activities).

Local Number/Name: _____

Payment Request Details

Date(s)	Description	Replacement Member Name/Employee #	Unit	Unit Price	Amount
<i>Example:</i> April 23, 2025 April 24-25, 2025	<i>Travel day Executive Committee meeting</i>	<i>Stacey Smith EE#001122</i>	<i>0.5 day 2 days</i>	<i>\$589</i>	<i>\$1,472.50</i>
					\$
					\$
					\$
					\$
Total amount					\$

☐ I acknowledge that I have attached a copy of the district invoice for which I am requesting reimbursement.

Name: _____ Signature: _____ Date: _____

For BCTF Program Co-ordinator Use Only

☐ I acknowledge that I have reviewed the invoice and supporting documents.

☐ I approve this submission and will forward to BCTF Accounting to process.

Name: _____ Signature: _____ Date: _____

For BCTF Accounting Use Only

Date(s)	Description	Program Code	G/L	Subcode	Amount

Processed by: _____ Date: _____

Procedure 10.I.50 in the Members' Guide outlines—

1. *That when a local officer who has release time from the local attends BCTF committee and working group meetings, the Federation provides release time to the local to enable it to replace the local officers as required.*
2. *This shall apply when the local officer would have been on local release but has been replaced in order to attend:*
 - a. *advisory committees*
 - b. *task forces*
 - c. *ad hoc groups*
 - d. *focus groups*
 - e. *Internal Mediation Services casework*
 - f. *Judicial Council casework*
 - g. *Peer Support Services casework*
 - h. *research projects.*