

Name: _____

School: _____

Personal Email Address: _____

For use in the event that elements of your application require clarification or additional documentation is requested.
Program Name: _____

Description: _____

Date of Program: _____

Dates of Absence from School: _____

Location / Address Where Program Occurred: _____

**Only courses, workshops, or other activities paid for from May 1, 2021 to April 30, 2022 will be eligible.
The deadline to submit applications to the District Office for the eligibility period is May 15, 2021.**

Please talk to the Education Services Representative at your worksite if you are unsure as to the eligibility of your claim.

PLEASE REMEMBER:

To attach a brochure / agenda / overview of the conference or workshop, regardless of whether or not you are claiming registration fees;

To attach all supporting documentation and receipts. Documentation for courses must include the your name, the amount paid, the name of the course, and date/time period of the course;

To indicate the names of any passengers that travelled in your vehicle;

To indicate where costs have been covered by other sources (e.g. if your principal has covered your registration costs).

THANK YOU

CLAIMED AMOUNTS	TOTAL COST (incl. HST)	HST Paid
Registration Fees:	_____	_____
Meals:	_____	_____
Maximum: \$30 / half day, \$60 / full day	_____	_____
Hotel:	_____	_____
	<i>Maximum \$200 per night</i>	
Parking:	_____	_____
	<i>Maximum \$20 per day</i>	
Mileage:	Distance: _____ KM	Passengers' Names
Rates: \$0.42/km, \$0.55/km – 1 passenger, \$0.70 – 2 or more passengers	Total Cost: _____	
	<i>Maximum \$200; \$400 for multiple trips where no hotel is claimed</i>	
LESS		Source: _____
Funding From Other Sources:	\$ _____	
TOTAL CLAIM AMOUNTS:	_____	

Member Signature: _____

Date: _____

Branch Ed. Services Rep: _____

Date: _____

FOR OFFICE USE ONLY:
Date Claim Approved: _____

Signature Ed Services Chair: _____

Total Amount Approved: _____

First Amount Reimbursed: _____