

Trumpeter Local #26 Beginning Teachers Expense Claim Form

Name/School: _____

Travel

❖ _____ km @ \$0.70/km (driver only) *or*

❖ Airfare (receipt required)

Total Travel.....\$_____

Meals

❖ Breakfast @ \$15.00 per meal, Lunch @ \$20.00 per meal, or Supper @ \$30.00 per meal *or*

❖ Receipts included

Total Meals\$_____

Accommodation

❖ Official hotel receipt showing ATA rate is required

❖ If you shared accommodations:

- On the receipt, write the names of all people who shared the room
- Copy the receipt and give a copy to each person
- Claim your share of the expenses

❖ Private (claim if you stayed with family or friends)

❖ _____ nights @ \$50.00/night

Total Accommodation\$_____

Other

❖ Specify and provide receipts

❖ _____ \$_____

❖ _____ \$_____

Total Other.....\$_____

Total Claim.....\$_____

Signature _____

****Submit claim and receipts to Jaime Baker @ Riverstone School****
jaimebaker52@gmail.com or via Interschool Mail