

QDTA PROFESSIONAL DEVELOPMENT VOUCHER

For INDIVIDUAL CLAIMS

Name: _____ Date: _____

Phone: _____ School: _____

Pro D Event:

Title: _____

Location: _____ **Registration:** \$ _____

Date of event: _____ **Travel:** \$ _____

Accommodation: Hotel Private Home \$ _____

Other expenses:

_____ Cost: \$ _____

Travel claims must include public transit receipts or mileage at \$0.54 per km. (Gas receipts are necessary)
Travel to and from Vancouver will be reimbursed at a maximum of \$450.00, or the cost of a flight,
whichever is the lesser amount.

Accommodation claim must include hotel receipts, or \$30.00 per night in a private home.

Meals may be claimed at the BCTF per diem rate (Breakfast – 14; Lunch – 16; Dinner – 26). Submitting
receipts for meals is not required.

NOTE: Purchases deemed taxable benefits by Revenue Canada made with your Professional Development funds must be declared on your income tax for the year in which you received payment.

Professional Association s' Journals, Magazines, Books, Etc.:

Titles: _____ Cost: \$ _____

_____ Cost: \$ _____

Other: _____ Cost: \$ _____

_____ Cost: \$ _____

Total amount spent on all personal PD listed above: \$ _____

Personal funds available: \$ _____

Please scan and email this form and photocopied receipts, to the Professional Development Chair
(ProD@sd28.bc.ca) for authorization and payment.

Have the cheque sent to: Above. _____ or _____

For QDTA Office use only.

Total amount to be reimbursed as authorized by PD Chairperson: \$ _____

PD Chairperson: _____ **Date:** _____

Charge to Members' Accounts.

Revised Sept. 2018