

## QDTA PROFESSIONAL DEVELOPMENT CLAIM VOUCHER

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 \$0.70 per km (gas receipts are necessary).

Travel to and from Vancouver by private vehicle will be reimbursed at a maximum of \$450.00.

Flights to and from Vancouver will be fully reimbursed.

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

Meals may be claimed at the BCTF per diem rate (Breakfast – 20; Lunch – 25; Dinner – 40). Submitting receipts for meals is not required. (**Total funds reimbursed will not exceed personal funds available**)

**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.**

### **Provincial Specialist Association, Journals, Magazines, Books, Etc.:**

Title: \_\_\_\_\_ 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](mailto: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 Feb 2024