VIWTU - Professional Development Claim Form

Send to Connie Chan: connie.chan.109@hotmail.ca

Instruction: Print with FIT TO PAGE, complete and email with receipts.

				For office use:
Name:		Signature:		*Cheque #:*
Mailing Address:				
PD Activiy:				*Cheque $:*

TRANSPORTATION - KILOMETERS: paved/unpaved $0.70/$0.75 return $1.40/$1.50			
to - from, from - to	*kilometers:*	*rate:*	*total:*
		section total:	

TRANSPORTATION - OTHER (plane, bus, taxi, parking, ferry, water taxi etc.) - attach receipts	
section total:	

MEALS	*dates:*	*number of meals*	*rate:*	*total:*
breakfast:			$20.00	
lunch:			$25.00	
dinner:			$40.00	
			section total:	

ACCOMMODATION - attach receipts	
section total:	

DEPENDENT/PET CARE - attach receipts: number of hours or days:	*total:*
section total:	

REGISTRATION/COURSE FEES AND RESOURCES	*total:*
section total:	

TECHNOLOGY PURCHASE	
section total:	

MISCELLANEOUS/GIFTS- attach receipts	
section total:	

Scans accepted but ALL RECEIPTS & VOUCHERS MUST BE RETAINED	*Total Reimbursement:*	

TTOC Costs	
This will be charged to your Personal PD account, assume $525.00/day.	Projected
Indicate dates TTOC used:	TTOC Cost

			projected section total:	
approved by:				
approved by:				
revised:	2024-02-06			