

Q.P.A.T. CONVENTION 2016

WQSB/WQTA TEACHER PIC EXPENSE FORM – Region 7

MAIL to:

Western Quebec Teachers' Association
50, Noël Street, #4, Gatineau, Qc. J8Z 2M4
Tel.: (819) 777-1475 / Fax: (819) 777-0016 / E-mail: wqta-aeoq@videotron.ca

DIRECT DEPOSIT REQUEST I, _____, request direct deposit, as per my biweekly salary instalments, of this expense reimbursement.		
** Valid e-mail for notification: _____		
<input type="text"/>	<input type="text"/>	<input type="text"/>
BANK	BRANCH	ACCOUNT
*** Home address: _____		
_____		_____
(signature)		(date)

***NOTE:** The deadline for submission of expense claims for Convention activities is JANUARY 27, 2017.

PLEASE PRINT

Name: _____ School: _____

Home Address: _____
No. Street City

Province Postal Code Telephone

Expenses:

1. Pre-convention – November 24, 2016

- a. Registration (\$100.00) (Receipt required) _____
- b. Accommodation (\$175.00 max.) (Receipt required) _____
- c. November 26, 2015 dinner (\$25.00 max.) (Receipt required) _____

2. Convention – November 24/25, 2016

- a. Registration
(Name tag required) _____
- b. Travel/Accommodations/Meals (\$350.00 max.) _____
(receipts from Montreal will be required)

TOTAL: _____

NOTE: -Expense claim forms must be submitted by January 27, 2017.
-MAIL this form with ORIGINAL receipts to the W.Q.T.A. office at 50 Noël St.,
Gatineau, Qc. J8Z 2M4.