


# 2016-2017 WQSB/WQTA TEACHER PIC EXPENSE FORM

Name: \_\_\_\_\_

School: \_\_\_\_\_

Name, date and location of activity: \_\_\_\_\_

 **\*DIRECT DEPOSIT REQUEST\* I, \_\_\_\_\_, request direct deposit, as per my biweekly salary instalments, of this expense reimbursement.**

**\*\* Valid e-mail for notification: \_\_\_\_\_**

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BANK                      BRANCH                      ACCOUNT

**\*\*\* Home address: \_\_\_\_\_**

\_\_\_\_\_ (signature)                      \_\_\_\_\_ (date)

<b>EXPENSES</b>			
<b>1. Registration *</b>			\$ _____
<b>2. Accommodation *</b>			
a) Hotel	\$ _____ /night	x ____ nights	= \$ _____
b) Hostess fee	\$ _____ /night	x ____ nights	= \$ _____
<b>3. Transportation *</b>			
a) Public (Bus/Train/Plane)			\$ _____
b) Car			\$ _____
c) Namur Supplement (West only) \$90			\$ _____
d) Pontiac Supplement (West only) \$65			\$ _____
e) Destinations in excess of 700 km and <u>previously approved</u>			\$ _____
from _____ to _____			
total km (roundtrip) ____ km	x .47		= \$ _____
<b>4. Parking</b> * \$ _____ /day		x ____ days	= \$ _____
<b>5. Taxi(s) *</b>			\$ _____
<b>6. Meals *</b>			
Breakfast(s) x ____			= \$ _____
Lunch(es) x ____			= \$ _____
Dinner(s) x ____			= \$ _____
<b>7. Substitution</b>			
\$230.80 x ____ days			= \$ _____
<b>TOTAL</b>			<b>\$ _____</b>

**\*No reimbursement for these items will be processed without the necessary ORIGINAL receipts.**

## **Completing Your PIC Expense Claim**

- A. Print** your NAME and the NAME OF THE SCHOOL on your claim.
- B. Print** the NAME, DATE, and LOCATION of the WORKSHOP or CONFERENCE.
- C. Print** BANK INFORMATION in boxes, E-MAIL ADDRESS and HOME ADDRESS.
- D. EXPENSES**  
Please keep in mind, you are only eligible for reimbursement of expenses that have been previously approved and for which you provide **original receipts** as indicated.

1. **Registration:** Fill in the dollar amount of the registration or service fee. **Receipt required.**
2. **Accommodation:** The maximum amount that can be claimed for hotel accommodation is \$175/night. **Receipt** required. The maximum amount that can be claimed for hostess fee is \$50/night. The **name and address of your hostess** must be attached to your claim.
3. **Transportation:** The amount that can be claimed for travel from Gatineau to Montreal is \$150; from Gatineau to Quebec City is \$250; and from Gatineau to Toronto is \$250. For travel by bus, plane, or train the **ticket receipt** must be attached to your claim.

Teachers living in the areas of Campbell's Bay, Shawville, and Kazabazua, and Poltimore (West only) are entitled to an additional travel supplement of \$65. (No receipts)

Teachers living in the area of Namur are entitled to an additional \$90 when travelling to Gatineau/Ottawa or points West thereof. (No receipts)

4. **Parking:** The maximum amount allowable is \$20/day. **Receipt(s) required.**
5. **Taxi(s):** The maximum amount allowable per trip is \$25. The maximum allowable per workshop is \$50. **Receipt(s) required.**
6. **Meals:** The maximum allowable amounts are: Breakfast \$10; Lunch \$15; and Dinner \$25. **Receipt(s) required.**
7. **Substitution:** The cost of teacher substitution is \$230.80 per day.

Your Expense Claim with all necessary receipts attached should be mailed to:  
(Ensure sufficient postage amounts on the envelope)

Western Quebec Teachers Association  
Suite 4, 50 Noël Street  
Gatineau, QC  
J8Z 2M4