

# Q.P.A.T. CONVENTION 2011

## 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.

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

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

**\*NOTE:** The deadline for submission of expense claims for Convention activities is JANUARY 13, 2012.

### **PLEASE PRINT**

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

Home Address: \_\_\_\_\_  
No. Street City

Province

Postal Code

Telephone

### **Expenses:**

#### **1. Pre-convention – November 24, 2011**

- a. Registration (\$75.00) (Receipt required) \_\_\_\_\_
- b. Accommodation (\$150.00 max.) (Receipt required) \_\_\_\_\_
- c. November 24, 2011 dinner (\$25.00 max.) (Receipt required) \_\_\_\_\_

#### **2. Convention – November 24/25, 2011**

- a. Registration  
(Name tag required)
- b. Travel/Accommodations/Meals (\$275.00 max.) \_\_\_\_\_  
(receipts will be required)

**TOTAL:** \_\_\_\_\_

### **NOTE:**

- Expense claim form must be submitted by January 13, 2012.
- Use the special expense claim form and MAIL it with ORIGINAL receipts to the W.Q.T.A. office.