



**WESTERN QUEBEC SCHOOL Board Office**  
**Support Staff**  
**Professional Improvement Committee (PIC)**  
**Expense Statement**

- \* Daycare
- \* Maintenance/Caretaker
- \* Integartion Aid/Technician
- \* Support Staff
- \* other (specify)

Name: \_\_\_\_\_ Job Title (see above): \_\_\_\_\_

Place of work (School or Board Office): \_\_\_\_\_

Home Address: \_\_\_\_\_

No. Street City Province Postal Code

Telephone Work: \_\_\_\_\_ Telephone Home: \_\_\_\_\_

Title of course/workshop/activity: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

➤ **PLEASE NOTE: ALL EXPENSES MUST BE SUPPORTED BY RECEIPTS INCLUDING MEALS/TRANSPORTATION/COURSE/WORKSHOP**

**\*\*\*You must include proof of successful completion or participation\*\*\***

DESCRIPTION	AMOUNT PAYABLE TO NAME ABOVE	PAYMENT INSTRUCTIONS														
<b>Registration / tuition fee</b> (please make cheque payable to): _____																
<b>Accommodation:</b> If you shared a room please list the name(s) of that/those person/people below: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><b>Name</b></td> <td style="width: 30%;"><b>Amount</b></td> </tr> <tr> <td>1. _____</td> <td></td> </tr> <tr> <td>2. _____</td> <td></td> </tr> <tr> <td>3. _____</td> <td></td> </tr> <tr> <td>Double Occupancy</td> <td>(\$80 / night)</td> </tr> <tr> <td>Single Occupancy</td> <td>(\$100/night)</td> </tr> <tr> <td>Hosting fee</td> <td>(\$20 / night)</td> </tr> </table>	<b>Name</b>	<b>Amount</b>	1. _____		2. _____		3. _____		Double Occupancy	(\$80 / night)	Single Occupancy	(\$100/night)	Hosting fee	(\$20 / night)		
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2. _____																
3. _____																
Double Occupancy	(\$80 / night)															
Single Occupancy	(\$100/night)															
Hosting fee	(\$20 / night)															
<b>Transportation:</b> If you traveled with others please list the name(s) of that/those person/people below: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><b>Name</b></td> <td style="width: 30%;"><b>Amount</b></td> </tr> <tr> <td>1. _____</td> <td></td> </tr> <tr> <td>2. _____</td> <td></td> </tr> <tr> <td>3. _____</td> <td></td> </tr> </table>	<b>Name</b>	<b>Amount</b>	1. _____		2. _____		3. _____									
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2. _____																
3. _____																
<b>Meals:</b> \$30.00 per day maximum (Receipts required) <i>or</i> Breakfast \$ 7.50 each/day - Lunch \$10.00 each/day Supper \$20.00 for partial days only (If meals are included in your registration fee leave this section blank)																
<b>Parking</b> - maximum \$15 / day																
<b>Other</b> - specify																
<b>Portion Payable to Applicant</b>																
<b>Replacement cost</b> Replacement's Name: _____ Number of Hours: _____																
<b>GRAND TOTAL</b>																
<b>OFFICE USE ONLY</b>																
<b>APPROVED FOR PAYMENT:</b>  _____	<u>AMOUNT</u> \$ _____ \$ _____ \$ _____	<u>BUDGET CODE</u> _____ _____ _____														
By Sandra Cox																

Send this statement with all receipts to: Western Quebec School Board  
 15 Katimavik, Gatineau Quebec J9J 0E9  
 Att: Sandra Cox

**\* Expense sheets are due within 30 days after the workshop/course/activity \***