



DTA Professional Development Fund Travel and Accommodation Form

Form 5020TA

If your application for PD funding includes assistance with costs related to travel, accommodation and/or meals for conferences outside the Lower Mainland, please fill out this form and attach to your PD Funding Application Form.

Name: _____

School/Worksite: _____

Expenses in connection with: _____

On date(s) of: _____

Location: _____

Transportation:

Travel From: _____ To: _____ +return

Automobile (km) _____ x \$.41 \$ _____

Ferry / Airfare / Train: _____ \$ _____

Bus / Taxi / Parking: _____ \$ _____

Carpooling: Yes No **Room sharing:** Yes No

With whom: _____

Accommodation:

Hotel _____ nights @ \$ _____ per night \$ _____

Meals:

Breakfasts @ \$10.00 on (dates) _____ \$ _____

Lunches @ \$11.00 on (dates) _____ \$ _____

Dinner @ \$19.00 on (dates) _____ \$ _____

Other Expenses (receipts required):

_____ \$ _____

TOTAL: \$ _____

Date: _____ **Approved By:** _____

Please note:

1. The DTA assists with costs and does not necessarily reimburse full costs of conference attendance.
2. Travel and accommodation costs are reimbursed only for conferences held out of the Lower Mainland. Original receipts are required for all expenses except meals.
3. Room sharing, car pooling is expected where possible. *Please include a complete detailed breakdown of shared costs including who paid for what and amounts each person paid when receipts are submitted.*