



# Delta Teachers' Association

## Travel and Accommodation Form

Form 5020TA

110 – 4977 Trenant Street, Delta, BC V4K 2K5  
 Fax # 604-946-1629 Phone # 604-946-0391 Email: [brianna@deltateachers.org](mailto:brianna@deltateachers.org)

If your application for PD funding includes assistance with costs related to travel, accommodation and/or meals for conferences outside the Lower Mainland and within Canada, 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 \$ 0.54 \$ \_\_\_\_\_

Ferry / Airfare / Train: \_\_\_\_\_ \$ \_\_\_\_\_

Bus / Taxi / Parking: \_\_\_\_\_ \$ \_\_\_\_\_

Carpooling: Yes No Room sharing: Yes No

With whom: \_\_\_\_\_

**Accommodation:**

Hotel \_\_\_\_\_ nights @ \$ \_\_\_\_\_ per night (please include all taxes) \$ \_\_\_\_\_

**Meals:**

Breakfasts @ \$14.00 on (dates) \_\_\_\_\_ \$ \_\_\_\_\_

Lunches @ \$16.00 on (dates) \_\_\_\_\_ \$ \_\_\_\_\_

Dinner @ \$26.00 on (dates) \_\_\_\_\_ \$ \_\_\_\_\_

**Other Expenses (receipts required):**

\_\_\_\_\_ \$ \_\_\_\_\_

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

**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 and within Canada. Original receipts are required for all expenses.
3. Room sharing, carpooling 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**