



# Delta Teachers' Association

## Travel and Accommodation Form

110—4977 Trenant Street, Delta, BC V4K 2K5

Phone: 604-946-0391 Fax: 604-946-1629 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. Please review expense guidelines as printed on page 2 of this 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 @ \$16.00 on (dates) \_\_\_\_\_ \$ \_\_\_\_\_

Lunches @ \$18.00 on (dates) \_\_\_\_\_ \$ \_\_\_\_\_

Dinner @ \$29.00 on (dates) \_\_\_\_\_ \$ \_\_\_\_\_

### Other Expenses (receipts required):

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

### Please Note:

1. **The DTA assists with costs but 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. Upon submitting receipts please include a complete detailed breakdown of shared costs, including who paid for what and amounts each person paid.



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## Policy for Expensing Travel and Accommodation

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**Travel and Accommodation Costs will be adjudicated on a case by case basis using the following guidelines.**

### Accommodation:

Hotel accommodations may be approved on nights that it is unreasonable to travel home. These expenses would only be approved if the conference is outside of the Lower Mainland, and within Canada. Hotel accommodation will not be approved for the night before a conference unless the distance and posted start and end times make it unreasonable/unsafe. Room sharing is encouraged where possible.

### Meals:

- Do not expense for meals that are provided by the conference or hotel accommodations.
- Breakfast may be expensed on days of the conference if you had to stay in a hotel the night before.
- Lunch may be expensed if it is not provided as part of the conference.
- Dinner may be expensed because of distance or conference timing, and it is not included in the cost of the conference. Dinner is usually not covered in expenses the night before a conference, but would depend on the location and the travel time.

### Travel:

Kilometer rates may be expensed if the conference is outside of the Lower Mainland, and within Canada. Carpooling is encouraged where possible.

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3. Upon submitting receipts please include a complete detailed breakdown of shared costs, including who paid for what and amounts each person paid.