



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

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 \$ 0.68 \$ _____

Ferry / Airfare / Train: _____ \$ _____

Bus / Taxi / Parking: _____ \$ _____

Carpooling: Yes No

Driver: _____

Passengers: _____

Room sharing: Yes No

Room Charged to: _____

Room Shared With: _____

Accommodation:

Hotel _____ nights @ \$ _____ (up to \$200.00/night -please include all taxes) \$ _____

Meals:

Breakfasts @ \$20.00 on (dates) _____ \$ _____

Lunches @ \$25.00 on (dates) _____ \$ _____

Dinner @ \$40.00 on (dates) _____ \$ _____

Other Expenses (receipts required):

_____ \$ _____

TOTAL: \$ _____

Please Note:

- The DTA assists with costs but does not necessarily reimburse full costs of conference attendance.**
- 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.
- Upon submitting receipts please include a complete detailed breakdown of shared costs, including who paid for what and the 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. The DTA PD Fund will cover up to \$200/night. 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.**

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 the amounts each person paid.