



Nechako Teachers' Union Professional Development

Conference Expense Voucher

Name _____

School _____

Name of Conference _____ on (Dates) _____

Conference Location _____

Transportation <small>– not just credit card receipts)</small>	<small>(Itemize and provide original receipts with your name on them)</small>	Amount
Automobile (km) X 0.50	from _____ to _____ + return	\$ _____
Plane	from _____ to _____ + return	\$ _____
Airport Tax/Highway Tolls		\$ _____
Bus/Taxi/Parking		\$ _____
Ferry	from _____ to _____ + return	\$ _____
Accommodation	<small>(Original receipts with name on them required – not just credit card receipts)</small>	\$ _____
Hotel	_____ nights @ \$ _____	\$ _____
Registration and Conference Expenses		\$ _____
Other Expenses	<small>(Itemize and provide original receipts with your name on them)</small>	\$ _____
		\$ _____
		\$ _____
Total Expenses		\$ _____
		\$ _____
Amount Due		\$ _____

ALL RECEIPTS AND VOUCHERS MUST BE ORIGINALS AND HAVE YOUR NAME ON THEM!

Date: _____ Signature: _____ Approved by: _____

Original receipts must be provided to the PD treasurer within 30 days of the conference dates in order to receive reimbursement. Be aware that conference funding is provided for the conference for which funding was approved. If changes are made, without approval of the PD chairperson, they may affect reimbursement.

**Send this form, along with your original receipts to the PD Chairperson,
Shawn Lank at FLESS (fax: (250) 699-7753)**