



## Nechako Teachers' Union Professional Development

### Conference Expense Voucher

Name \_\_\_\_\_

School \_\_\_\_\_

Name of Conference \_\_\_\_\_ on (Dates) \_\_\_\_\_

Conference Location \_\_\_\_\_

<b>Transportation</b>	(Itemize and provide <b>original</b> receipts with your name on them - not just credit card receipts)	<b>Amount</b>
Automobile (km) X .50	from _____ to _____ + return	\$ _____
Plane	from _____ to _____ + return	\$ _____
Airport Tax/Highway Tolls		\$ _____
Bus/Taxi/Parking		\$ _____
Ferry	from _____ to _____ + return	\$ _____
<b>Accommodation</b>	(Original receipts with name on them required – not just credit card receipts)	
Hotel	_____ nights @ \$ _____	\$ _____
<b>Registration and Conference Expenses</b>		\$ _____
<b>Other Expenses</b>	(Itemize and provide <b>original</b> receipts with your name on them)	
_____		\$ _____
_____		\$ _____
<b>Total Expenses</b>		\$ _____
_____		
<b>Amount Due</b>		\$ _____

**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 (email [slank@sd91.bc.ca](mailto:slank@sd91.bc.ca))**